

the Further Mathematics network



Administration Database User Guide

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1. Introduction

What is the Administration Database?

The FMN Administrative Database is a database developed in Microsoft Office Access 2003. It is a relational database, which means that the data is held in a number of linked tables. You only need to enter data once (e.g. school details); you can then associate other data (e.g. student details) with it.

Currently each database is held locally on the Centre Manager's PC and a copy is e-mailed each month to the National Centre. In the future, each database will be linked to the National Centre's server so that returns can be made automatically. There will be two ways in which your FM Centre may be linked to the server. The method to be employed for your FM Centre will depend on your individual requirements.

1. The FM Centre's data will be held centrally on a central server. FM Centre users will access the database via an internet link. This will require a reliable internet connection but has the advantage that it will be possible to access your data by more than one user, it will therefore be the preferred option for FM Centres with more than one Manager.
2. The FM Centre's data will be held locally on the FMC Manager's pc. At the end of each session a copy of the data will be automatically sent to the National Centre's server as a backup and to aide support. This will be the preferred option if your internet connection is not reliable.

The National Team will help you to decide which method best matches your circumstances.

MS Access Database Terminology

The following terms are used to refer to various parts of the database:

Table	MS Access is a relational database development tool. This means that the data is held in a number of tables that are related to each other via common fields. A table is a series of records of the same type (e.g. a table of students).
Record	This is a row in the data table (e.g. John Smith is a student in the Student table).
Field	This is an attribute of the record, equivalent to a column in the data table (e.g. Student Surname).

Form	This is the name used in Access 2003 for a screen used to display, input and amend data. Most forms in the Administration Database display a single record (e.g. a student's record), but some have sub-forms listing associated records.
Sub-form	A sub-form is a form embedded within another form. It often displays multiple records relating to the subject of the main form (e.g. the Lessons form has a sub-form that lists all of the students that attend the selected lesson).
Tabs	Where a form contains several sub-forms, tabs may be used as a means of selecting a sub-form to be displayed.
Primary Key	This is the main field used to identify the record. Most of the records in the Administration database are identified by a unique sequence number.

The database has been designed to help you to keep records of students, schools/colleges, staff, lessons, examinations and finances, and to perform the common administrative tasks required to manage your FM Centre effectively. It automatically produces reports, faxes and letters that you can use to correspond with Students, Schools/Colleges, Awarding Bodies and your Fund Holder. It can also be used as a basis for mail and email merges that you write yourself.

The database can also help you to keep records of schools and colleges within your catchment area that are not currently participating in the FM network, whom you may want to contact for promotional purposes.

Using a standard database for these purposes ensures consistency between FM Centres in the data gathered and the format of communications, presenting a common national identity for the Further Mathematics Network.

The database also gathers the data that is needed by the National Team for statistical and financial analysis. The amount of data gathered for this purpose has been kept to a minimum, and the process of transferring this data to the National Team has been designed to create as little work as possible for the FMC Manager.

The database has been designed to help you to comply with the legislative requirements associated with the Data Protection Act 1998, and to help you to ensure that the necessary Criminal Records Bureau checks are performed. However, it remains the FM Centre's Fund Holder's responsibility to ensure that all necessary legislative requirements are met.

2. Getting Started

Operating Requirements

In order to use the database effectively you will need:

- Windows XP Professional
- Microsoft Office 2003
- Microsoft Access 2003
- Microsoft Outlook 2003
- Broadband internet connection
- A Personal Computer capable of using this software/internet connection effectively

Where will you keep your database?

You should decide the best place to keep your database. This could be on your lap-top or pc, or on your institution's network. You may wish to discuss this with your IT Support staff.

Installing the Database

The database will be sent to you as a zipped folder attached to an e-mail message.

To install your database:

- 1) Save the zipped file in an appropriate folder.
- 2) Double-click on the zipped folder. This will open a window showing the contents of the folder.
- 3) Select the Extract all Files option from the Folder Tasks section in the top left of the window. This will take you through an Extraction Wizard that extracts the contents of the zipped folder. Progress through the wizard using the Next option, and the Finish option to complete it. You can change the destination folder if you don't want to use the default.

Security settings

The database contains sensitive data and has therefore been password protected. It is accompanied by a security file called FMC_Security.mdw that Access needs to reference in order for this to work. When you un-zipped the database folder this file should have been placed in the same folder as the database.

Perform the following steps to ensure that the security works correctly:

- 1) Open Access (but not the database) and 'join' the new Workgroup by choosing Tools | Security | Workgroup Administrator. Click Join..., browse for FMC_Security.mdw and click OK, and OK again to close the window. Open the database, and log on as: Name: Centre Manager, Password: Centre Manager.
- 2) You should now change your password, by going Tools | Security | User and Group Accounts... and choosing the Change Logon Password tab.

If you want to open a different database you may need to rejoin the default system workgroup by repeating Step 1 above and browsing to the Workgroup file System.mdw which will be typically be found tucked away in a folder called 'C:\Documents and Settings\Owner\Application Data\Microsoft\Access'. If you are having trouble locating this file, try searching for it using the Start | Search facility.

Trouble shooting tip:

The following message is displayed when you try to open the database: "You do not have the necessary permissions to use the '....FM Centre Database.mdb' object. Have your system administrator or the person who created this object establish the appropriate permissions for you."

Occasionally, other activity on your computer may remove you from the FM Centre database security workgroup. Try repeating Step 1 above to rejoin the workgroup FM_Security.mdw. If this does not resolve the problem then contact the National Administrator.

It is recommend that you also password protect your pc, and ensure that you are automatically logged out after a suitable time delay.

Security Warnings

When opening your database you may find that Security Warnings saying 'Unsafe expressions are not blocked' are displayed. These are for your own security but can become a bit of a nuisance. To turn them off, open Access 2003, choose Tools | Macro Security... and set the Security Level to Low. If at any time in the future you need to open a database other than this one, you can raise the Security Level again.

Setting up your Database

To ensure that the main menu is easy to access, even if it is closed or obscured by other windows, we suggest you add a button to one of the Access toolbars as follows:

- 1) Open the database.

- 2) Go to the drop-down Tools menu and click Customize.
- 3) In the window that appears, select the Commands tab.
- 4) In the left-hand Categories list, scroll down and click on All Forms.
- 5) Now scroll down the right-hand Commands list and select FM Centre Menu. A yellow box will now appear around the text.
- 6) Drag this box up to a convenient location on one of the Access toolbars and let go. A button saying FM Centre Menu will then materialise.
- 7) You can use this button to summon the main menu whenever you need it. However, if you move the database onto another computer, the button won't move with you, so you will have to go through steps 1) to 6) again.

Using your Database

Open the file (e.g. double-click on it) and check that the FM Centre name on the main menu is correct for your Centre.

The database comes with general data such as specifications, modules, exam and Awarding Body information. It also contains your Centre Number and Name, apart from which, all the fields in your data entry forms should be blank.

You can now start adding records to your database.

Data take-on

Whether you are a new centre or one that has been up and running for some time, you will have records of students, staff and lessons that you will need to add to the database.

Since some database tables depend on others, it is important that your data is added in the following order:

1. Further Mathematics Centre
2. Schools/Colleges
3. Venues
4. Lessons
5. Students

Financial Transactions can be added at any time.

If your existing records are held in MS Excel or MS Word, it may be possible to copy this data to the new database. Several records can be copied across to the database together provided the data is first manipulated into a format that matches the database tables. The National Team will help you with this process. We may also be able to help you to enter data from paper-based records. Please contact the National Administrator to discuss your FM Centre's requirements.

Existing FM Centres should endeavour to add records of all previous years' schools/colleges, students, the modules they have studied, their results and the students' progression after leaving the programme. This will assist in evaluating the effectiveness of the programme.

User testing

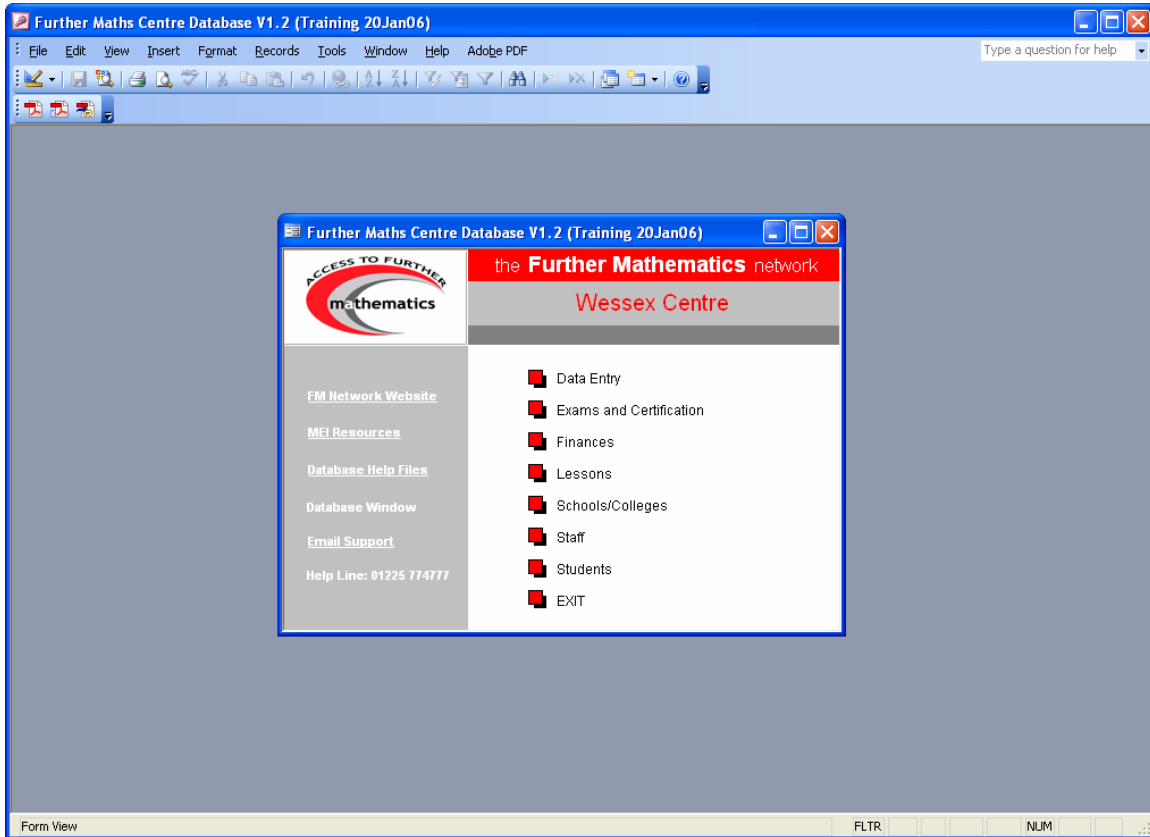
The reports produced by the database have been tested and in many cases actually used, however, we recommend that you check them carefully before issuing them, particularly as the database has only recently been released and is still under development.

Mail Merge Set-up

See Section 7, Mail and E-Mail Merge for information about setting up MS Word to perform a mail merge or e-mail merge.

3. Finding your way around the Database

When you first enter the database the main menu is displayed:



Here is a map of the database menus:

Data Entry

- Further Maths Centre
- All Schools/Colleges
- Current Schools/Colleges
- Venues
- Lessons
- Students
- Financial Transactions
- BACK

Exams and Certification

- Summer...
 - Exam Entry Fax
 - Exam Entry Check
 - Certification Request

- Exam Result Request
 - BACK
- Winter...
 - Exam Entry Fax
 - Exam Entry Check
 - Certification Request
 - Exam Result Request
 - BACK
- Centre Exam Timetable
- Full Exam Timetable
- Awarding Body Contacts
- BACK

Finances

- Invoices (Autumn)
- Invoice Letter (Autumn)
- Invoices (Spring)
- Invoice Letter (Spring)
- Financial Transactions by Month
- Financial Account Summary
- BACK

Lessons

- Lesson List
- Timetable (Schools/Colleges)
- Timetable (Students)
- Revision Day Fax
- One-Off Lesson Fax
- Venues
- BACK

Schools/Colleges

- Current
- Registered
- Potential
- Withdrawn
- BACK

Staff

- Staff List
- Record Check
- BACK

Students

- Students by School/College
- E-mail list...
 - By Lesson
 - By Current Module
 - By School/College
 - By Year

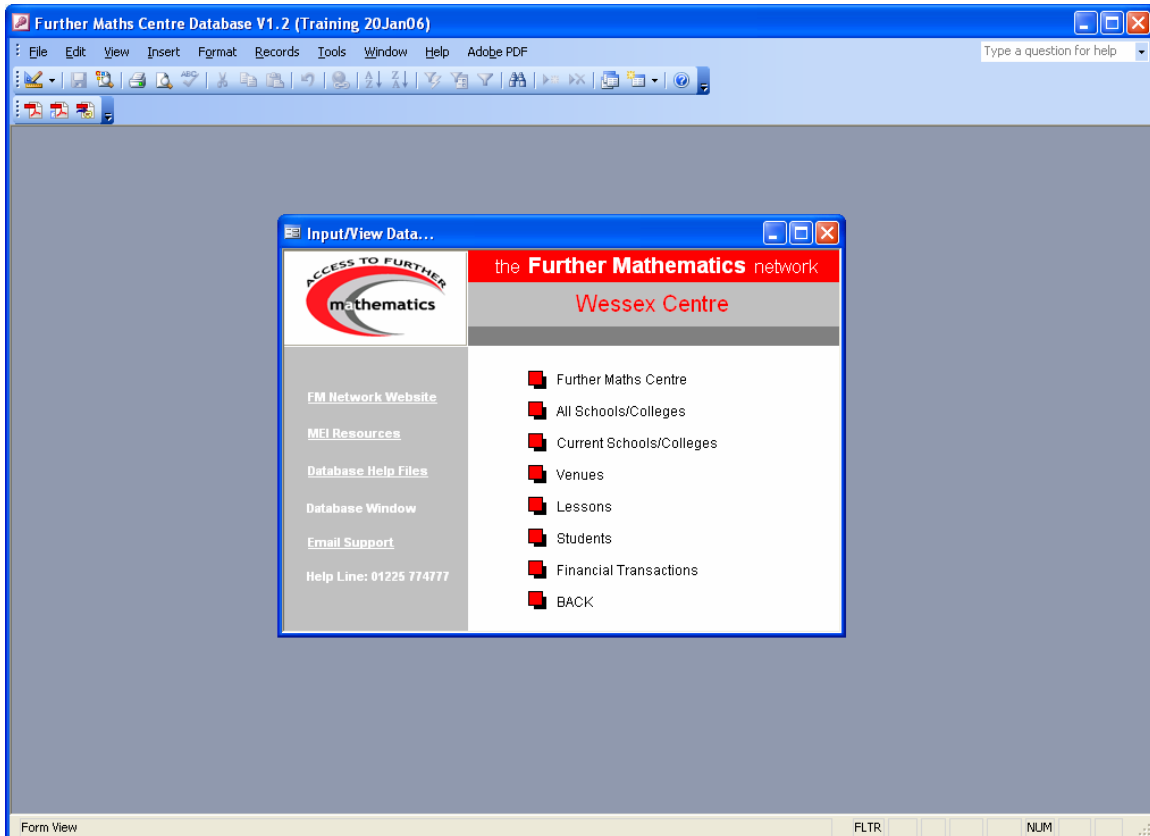
- BACK
- Lesson Timetable
- Module Activity
- Exam Entry Checks...
 - Summer Exam Entry Check
 - Winter Exam Entry Check
 - BACK
- Record Check
- Student Intentions

EXIT

These options are described in more detail later.

4. Maintaining Records

To add, amend or delete records select the 'Data Entry' option from the main menu. The Data Entry menu is then displayed:

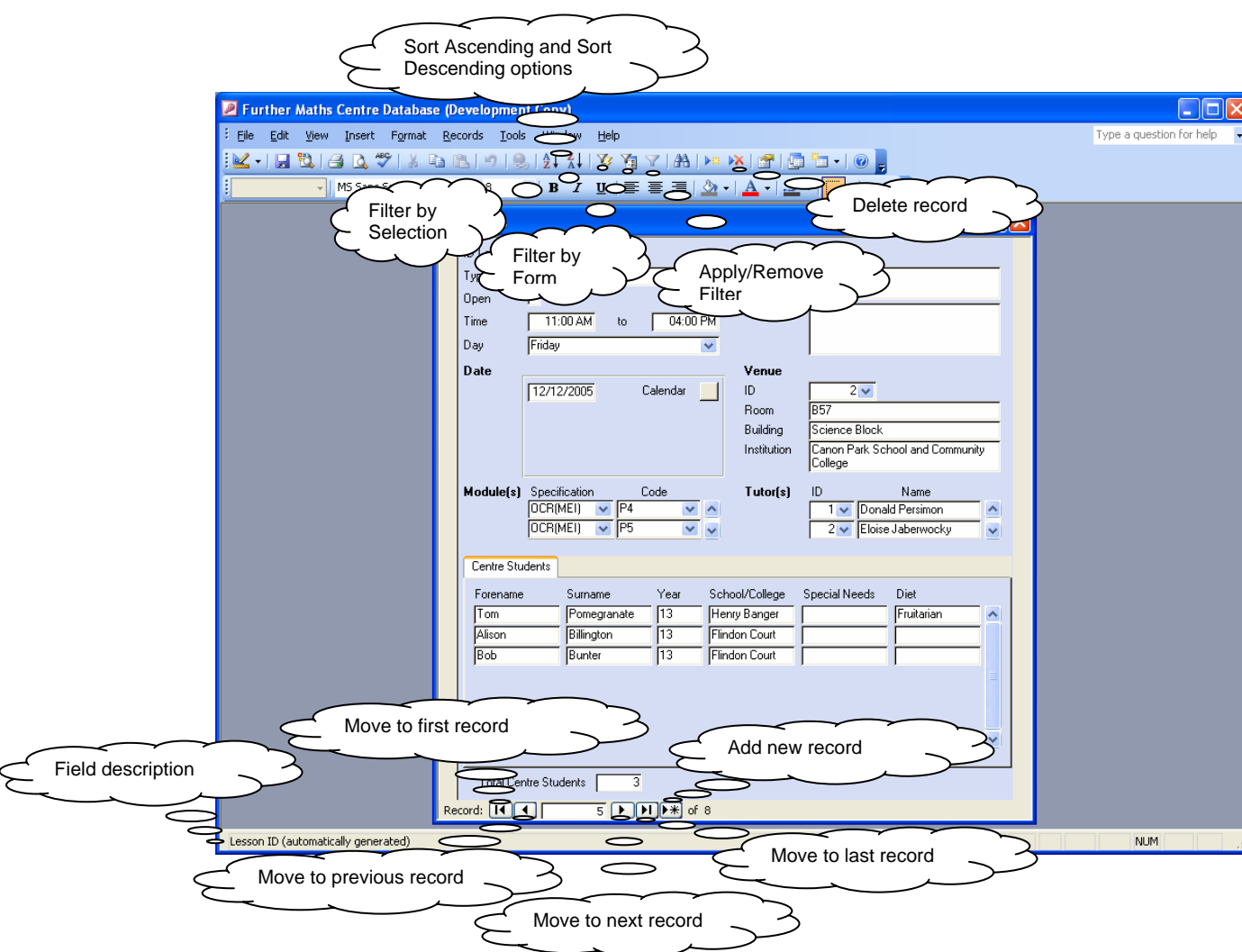


Select the type of record you want to work on. Note that changes you make in one form (e.g. to school details) are automatically reflected in all other forms that access that data.

A form will be displayed showing the first record of that type.

Selecting records

The following example shows how to use the features of MS Access to select the record(s) you want to work with.



There are several different ways in which you can find a particular record or set of records:

Arrow Keys

Use the right and left arrows at the bottom of the screen to move through the table (see example above).

Filter by Selection.

This is helpful if you want to select a series of records with the same value in a given field (i.e. all Current School/Colleges with Type = Comprehensive). Select a record that has the value you want. Place the cursor in the relevant field and click on the Filter by Selection icon in the Access Toolbar (see example above). The database will find all matching records; you can move through them using the left and right arrow buttons at the bottom of the screen. To return to the full set of records click on the Remove Filter icon in the Access Toolbar (see example above).

Filter by form

This is a powerful search tool that enables you to define the criteria for your record search. To use it, select the Filter by Form icon from the Access Toolbar and complete the form with your search criteria, as in the example below, then select the Apply Filter icon from the Access Toolbar. The database will find all matching records; you can move through them using the left and right arrow buttons at the bottom of the screen. To return to the full set of records click on the Remove Filter icon in the Access Toolbar (see example above).

The screenshot shows the 'Students: Filter by Form' window within the 'Further Maths Centre Database V1.2 (Training 20Jan06)' application. The window has a menu bar (File, Edit, View, Insert, Filter, Tools, Window, Help, Adobe PDF) and a toolbar with icons for opening, saving, and filtering. The main area is divided into several sections for data entry:

- Top Section:** Fields for ID, Name (with a dropdown), School/College (with a dropdown), and Year (with a dropdown).
- Personal Details:** Includes Title, Forename, Surname, Address 1, Address 2, Address 3, Town/City, County, Postcode, Email, Home Phone, and Mobile. There are also fields for Initials, Date of Birth, Gender, and Ethnicity.
- FM Centre Association:** Includes radio buttons for 'Current', 'Completed', and 'Withdrawn'. The 'Current' section has 'Started' (Month, Year) and 'Left' (Month, Year) dropdowns. The 'Withdrawn' section has a 'Reason' dropdown.
- Mentor:** A dropdown for 'Mentor ID' and a text field for the name.
- Emergency Contact 1 and 2:** Each section includes fields for Name, Relationship, Home Phone, Work Phone, and Mobile.
- Health:** Includes fields for Special Needs, Medication, Allergies, and Diet.
- Notes:** A large text area for additional information.
- Details Last Checked:** Fields for Month and Year.

At the bottom of the window, there is a 'Look for' button and a status bar showing 'Form View' and 'NUM'.

Adding new records

To add a new record open the relevant form and select the button labeled with a right arrow and an asterisk at the bottom of the form, as shown in the example above. This will display a blank record for you to complete with the relevant details.

Deleting records

To delete a record place the cursor in one of the record fields, and select the Delete Record icon in the Access Tool Bar.

To delete a record within a sub-form, place the cursor in the record to be deleted before clicking on the Delete Record icon.

A warning message is displayed before the record is deleted.

Sorting records

You can also use Sort Ascending and Sort Descending options in the Access Toolbar (see example above) to change the order in which records appear as you move through them in a form, or in a report.

What is this field for?

When you move the cursor to a field, a full description of that field will be displayed in the bottom left corner of the screen (as shown above). The meaning of most of the fields should be intuitive; those that are less obvious are described in more detail in the relevant section below.

Data provided by the National Centre

Your database will include the following data tables that have been set up for you by the National Team:

- Modules (including details of forthcoming examinations)
- Awarding Bodies
- Awards
- LEAs

From time to time these tables will be updated by the National Centre. You may be able to view this data but the database will not allow you to update it.

Module Data

This data is can be viewed via the Module report described later.

Awards and Specification Data

Contact details for the four main specifications can be viewed by running the Awarding Body Contacts report (see later).

The database also contains details of relevant awards offered for by each Awarding Body. This data is used to determine the target award options available in the Student form Awards/Modules tab.

LEAs

A list of all LEAs can be displayed in the Details tab of the Schools/Colleges form (either All School/Colleges form or Current Schools/College form).

Maintaining your Further Mathematics Centre record

Your Further Maths Centre has its own form in which to maintain the Modules Offered, contact details for the Management Committee and records of the Centre's Staff.

Modules Offered

Further Maths Centre Database (Dev V1.24 12Oct05)

File Edit View Insert Format Records Tools Window Help

Type a question for help

Further Maths Centre

ID Centre: 84 Centre Name: Wessex

Modules Offered Management Committee Staff

Specification	Code	Tuition Fee
OCR(MEI)	C1	£220
	C4	£220
	D1	£200
	D2	£220
	DC	£220
	FP1	£220
	FP2	£220
	FP3	£220
	M1	£220
	M2	£220
	M3	£220
	NM	£220
	P4	£220
	P5	£220
	P6	£220
	S1	£220
	S2	£220
		£220

Change Specification

Further Maths Centre ID

NUM

This column is used to amend the normal tuition fee charged for each module. The default value is £220. See note below.

Use these controls to display modules for other specifications.

Tuition Fees

You should use this field to set the fees that your Centre will normally charge for each module. If you want to vary the fee charged for a particular student, you can do so by entering an appropriate weighting in the Module Activity tab of the Students form.

Management Committee

Further Maths Centre Database (Dev V1.24 12Oct05)

File Edit View Insert Format Records Tools Window Help Type a question for help

Further Maths Centre

ID Centre: 34 Centre Name: Wessex

Modules Offered Management Committee Staff

Member ID: 1

Title: Prof Initials: G

Forename: Gemma

Surname: Keeble

Type: Fund Holder

Contact Details

Phone: 0176 765419

Fax: 0176 765421

Mobile:

Email:

Address

Address 1: Department of Mathematics

Address 2: University of Wessex

Address 3:

Address 4:

Address 5:

Town/City:

County: Wessex

Postcode: WY 8AN

Notes

Member ID: 2

Title: Dr Initials: M

Forename: Mildred

Surname: Maple

Type: School/College

Contact Details

Phone: 01225 729405

Fax:

Mobile:

Email:

Address

Address 1: Alderman Barnes

Address 2: Mitchell Barnes Road

Address 3:

Address 4:

Address 5:

Town/City: Wesseltown

County:

Postcode: WY4 8DA

Notes

Record: 14 of 2

Committee Member Telephone number NUM

Scroll down to view details further records.

Staff

Further Maths Centre Database (Dev V1.34 13Dec05)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Further Maths Centre

ID Centre: 34 Centre Name: Wessex

Modules Offered: Management Committee Staff

ID Staff: 1

Title: Dr Initials: D.M.I. Date of Birth: 08/08/1970 Gender: M

Forename: Donald Ethnicity: White

Surname: Persimon Occupation: University lecturer

FM Centre Association

Status: Current (salaried)

Main Role: Centre Manager

Month: Sept Year: 2003

Started: Sept 2003

Left: Reason Left:

Line Manager: ID: 1 Donald Persimon

Can Teach Modules:

Specification: OCR(MEI) Code: C1 C2 C3 C4 D1 D2

Work Address

Address 1: Mathematics Institute

Address 2: University of Wessex

Address 3:

Address 4:

Address 5:

Town/City: Htown

County:

Postcode: Wx4 7AL

Phone: 0176 7652836

Record: 1 of 6

Home Address

Address 1: 24 Kimble Grove

Address 2: Billington

Address 3:

Town/City: Htown

County: Wessex

Postcode: Wx5 8LJ

Phone:

Mobile: 0774 8964234

Email:

Staff ID (automatically generated)

NUM

Further details can be displayed by scrolling down the page.

Further Maths Centre Database (Dev V1.34 13Dec05)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Further Maths Centre

ID Centre: 34 Centre Name: Wessex

Modules Offered: Management Committee Staff

Month: Sept Year: 2003

Left: Reason Left:

Line Manager: ID: 1 Donald Persimon

Work Address

Address 1: Mathematics Institute
Address 2: University of Wessex
Address 3:
Address 4:
Address 5:
Town/City: Hitown
County:
Postcode: Wx4 7AL
Phone: 0176 7652836
Fax: 0176 7652418
Email: donald.persimon@fmcn.org

Home Address

Address 1: 24 Kimble Grove
Address 2: Billington
Address 3:
Town/City: Hitown
County: Wessex
Postcode: Wx4 5 8LJ
Phone:
Mobile: 0774 8964234
Email:

CRB Check

Check Verified: ☒
Application Date:
Disclosure Date:
Reference:

Notes

Donald will be going on study leave in Spring 2006.

Details Last Checked Month: Sept Year: 2005

Record: 1 of 6

FM Centre Database ... Input/View Data ... Further Maths Centre

These fields are used to maintain a record of any Criminal Records Bureau checks performed for the member of staff. See note below.

Use these fields to record when you last verified the member of staff's details (i.e. using the Staff Check report).

Criminal Records Bureau Checks

You must ensure that all teaching staff, including mentors and any other staff that have contact with minors have a current valid Criminal Records Bureau (CRB) check. Details of the check should be recorded on this form.

If the member of staff has had a check performed by another institution within the last 12 months then it may not be necessary for you to apply for a further check; instead you may be able to verify the results with the institution that originally applied for the check using 'portability' (refer to the FMC Managers' FAQs on www.fmnetwork.org.uk for further information). In this case you should enter a tick in the Check Verified field, and complete the three further CRB fields with the details provided by the institution.

If you are arranging the check yourself, enter the date that you applied for the check in the Application Date. When you receive the results of the check you should complete the Disclosure Date and Reference fields.

Maintaining All Schools/Colleges records

This form allows you to maintain records of all schools/colleges including those currently being tutored through the Further Mathematics Network, as well as other schools and colleges in your FM Centre's catchment area.

Details

Further Maths Centre Database (Dev V1.34 13Dec05)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

All Schools/Colleges

ID: 21 Short Name: Canon Park

Details | Contacts

Type: Comprehensive LEA: Exam Centre No.: 314

Further Information: Total A2 Maths Students: Current: Potential:

Age Range: 11-18

Address

Full Name: Canon Park School and Community College

Address 1: Wigston Road

Address 2:

Address 3:

Town/City: Wesseltown

County:

Postcode: W42 2MN

Phone: 0167 76616158

Fax: 0167 76602398

FM Centre Association

☒ Current Joined Month: Year:

☒ Registered Since Month: Year:

☐ Potential Last Approached Month: Year:

☐ Withdrawn Last Left Month: Year:

Reason Left:

Notes

Centre Contact

Staff ID: 1 Donald Persimon

Record: 5 of 22

ID School/College (automatically generated)

You should complete this field for all schools and colleges. If it is not completed then the school/college will not appear in some reports.

Contacts

It is important that the details for Main Contact, Examinations Officer and Finance Officer are filled in, because these appear on various reports. The other three contacts are at the discretion of the Centre Manager.

Further Maths Centre Database (Dev V1.34 13Dec05)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

All Schools/Colleges

ID: 21 Short Name: Canon Park

Details Contacts

Main Contact

Title: Mrs Initials: Forename: Joan Surname: Matcham Phone: 0167 76616159 Mobile: Email: Jmatcham@hotmail.com

Other Contact

Title: Initials: Forename: Surname: Phone: Mobile: Email:

Head of Maths

Title: Mr Initials: Forename: Sam Surname: Quorne Phone: 0167 76616159 Mobile: Email:

Head Teacher / Principal

Title: Initials: Forename: Surname: Phone: Mobile: Email:

Examinations Officer

Title: Initials: Forename: Sam Surname: Poot Phone: Mobile: Email: s.poot@park.org.uk

Finance Officer / Bursar

Title: Initials: Forename: Surname: Phone: Mobile: Email:

Record: 14 5 of 22

Email address of Head of Maths

NUM

Maintaining Current Schools/Colleges records

This form only displays records of schools/colleges that are currently tutoring students via the Further Mathematics Network.

The form is very similar to that for all schools/colleges, however it includes a sub-form listing the students from the school/college, accessed by selecting the Students tab.

Students

The screenshot shows a software window titled 'Further Maths Centre Database (Dev V1.24 12Oct05)'. Inside, there's a sub-window 'Current Schools/Colleges'. At the top of this sub-window, 'ID' is set to 5 and 'Short Name' is 'Cardinal Ropall'. Below this are three tabs: 'Details', 'Contacts', and 'Students'. The 'Students' tab is active, displaying a table of students. A callout bubble points to the 'Status' column with the text: 'See 'Maintaining Student Records' for definitions of each type of student status (i.e. FM Centre Association).'.

Forename	Surname	Gender	Year	Status
Stephan	Bowen	M	12	Current
Christine	Birchford	F	12	Current
Nicola	Plany	F	12	Current
Doppy	Tree	M	13	Current
Emily	Wood	F	13	Current
Richard	Berryl	M	13	Current
Jock	Badder	M	13	Current
Mark	Good	M	13	Current
Nicky	Downer	F	12	Current

Total Students 9

Record: 4 of 13

Maintaining Venue records

The Venues form allows you to maintain records of venues that you are using for tuition, or may wish to use for tuition in the future.

Further Maths Centre Database (Dev V1.24 12Oct05)

File Edit View Insert Format Records Tools Window Help

Type a question for help

Venues

ID: []

Location

Room: B1.02
Building: Reimann Building
Institution: Wessex Further Maths Centre
Address 1: Mathematics Institute
Address 2: University of Wessex
Address 3: []
Town/City: Hiltown
County: Wessex
Postcode: WX 8AN

Information

Type: Seminar Room
Capacity: 15
Facilities: Blackboard, OHP, Digital projector
Notes: Often booked out on Wednesday afternoon.

Booking Contact

Title: Ms Initials: A
Forename: Angel
Surname: Darling
Position: Undergraduate Secretary
Institution: Department of Mathematics
Address 1: Mathematics Institute
Address 2: University of Wessex
Address 3: []
Town/City: Hiltown
County: Wessex
Postcode: WX 8AN
Phone: 0176 7652836
Fax: 0176 7652418
Mobile: []
Email: []

Facilities Contact

Title: Mr Initials: R
Forename: Ralph
Surname: Dugong
Position: Porter
Institution: Department of Mathematics
Address 1: Mathematics Institute
Address 2: University of Wessex
Address 3: []
Town/City: Hiltown
County: Wessex
Postcode: WX 8AN
Phone: X2354
Fax: 0176 7652418
Mobile: []
Email: []

Record: 1 of 4

Venue ID: [] NUM: []

Maintaining Lesson records

The Lessons form enables you to add, amend and delete lesson records.

Further Maths Centre Database (Dev V1.24 12Oct05)

File Edit View Insert Format Records Tools Window Help

Type a question for help

Lessons

ID Lesson: []

Type: Revision Day

Description: A Revision Day covering both Edexcel and MEI D1.

Notes: A happy day for all.

Time: 11:00 AM to 04:00 PM

Fee: £15.00

Date: 05/01/2006

Venue ID: 1

Room: B1.02

Building: Reimann Building

Institution: Wessex Further Maths Centre

Module(s) Specification Code

Edexcel D1

OCR(MEI) D1

Tutor(s) ID Name

1 Donald Persimon

2 Eloise Jaberwocky

Centre Students Other Participants

Forename	Surname	Year	/College	Special Needs	Diet
Tom	Pomegranate	13	Henry B		Fruitarian
Vera	Madly	12	Stroke		
Garina	Turly	12	Stroke P		
Kasta	Deeply	12	Henry Banger		

Total Centre Students: 4 Total Other Participants: 0

Record: 14 of 17

Lesson ID (automatically generated)

NUM

See descriptions of options listed below.

Select the venue for the lesson. The venue details are then displayed from the venue record

Select the tutor(s) for the lesson

Select the specification and code of the module taught in the lesson.

The Centre Students tab is used to record details of the students attending the lesson. If the lesson is open (e.g. Revision Day) then the Other Participants tab can be used to record details of other schools attending.

The different options that can be selected for Type are as follows:

Weekly

One lesson per week during the school term.

Fortnightly A

One lesson per fortnight using schedule A (the FM Centre decides the actual dates for this schedule).

Fortnightly B

One lesson per fortnight using schedule B (i.e. alternates with schedule A).

Occasional

One or more ad hoc lessons.

Revision Day

A one-off event, usually open to other schools and colleges.

Study Day

A one-off event, usually open to other schools and colleges.

Drop-in session

A regular session where students can drop in and ask the tutor questions.

Other

Any other type of lesson not covered by the above.

Lessons can be deleted once they have reached the end date of the series; however you may wish to retain them as a historical record. Deleting an old Lesson will automatically delete it from all relevant Student records.

Old Lessons should not be edited to make new ones. Giving a new Lesson the same ID as an old one may result in confusion amongst the Student records.

Maintaining Student records

The paper-based student enrolment form has been designed to correspond as closely as possible to the layout of the Student record form.

It is anticipated that the majority of students will have an email account to which details of logon ids, lesson details and exam details may be sent. It is particularly important that this is entered correctly as e-mail may well be your main method of communicating with students outside lessons. If a student does not have their own email account then they may need to 'buddy' with a second student.

Personal Details

The screenshot shows a software window titled 'Further Maths Centre Database V1.2 (Training 20Jan06)'. Inside, there's a 'Students' form for a student named Anita Hewden. The form is divided into several sections: 'Personal Details' (Title, Forename, Surname, Address, Town/City, County, Postcode, Email, Home Phone, Mobile), 'Emergency Contact 1' (Name, Relationship, Home Phone, Work Phone, Mobile), 'Health' (Special Needs, Medication, Allergies, Diet), 'FM Centre Association' (Current, Completed, Withdrawn status, Started date, Left date, Reason, Mentor), and 'Emergency Contact 2' (Name, Relationship, Home Phone, Work Phone, Mobile). A callout bubble points to the 'FM Centre Association' section, stating 'See explanation of these fields below.'

The FM Centre Association area of the form is used to record the student's status:

Current

The student is currently being tutored by the FM Centre or is yet to complete all exams associated with their course of study. If this option is selected ensure that you also enter the month and year the student started.

Completed

The student has completed their planned course of study with the FM Centre and is no longer being tutored by the Centre. If this option is selected you should enter the month and year that the student left.

Withdrawn

The student stopped/ceased their association with the FM Centre before completing their course of study. If this option is selected you should enter the month and year that the student left, and also the reason that the student left.

Awards and Modules

The Award and Module details are used in the Certification reports. These reports need to be sent to the awarding bodies via the relevant schools/colleges before a student can be granted an award. Where the Further Mathematics specification offered by the Further Maths Centre differs from the Mathematics specification offered by the student's school/college, these reports are also used to check that there is no conflict in the modules taken towards each award.

Further Maths Centre Database V1.2 (Training 20Jan06)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Students

ID: 180 Name: Anita Hewden School/College: [dropdown] Year: 12

Personal Details Awards/Modules Module Activity Lessons Progression

GCSE
 Maths Grade: [B] Average Score: 7.20

A-LEVEL MATHS
 Candidate No.: []

All Target Awards

Specification	Award Name	Initial Year Group	ALIS Prediction	Grade Achieved	Certification Month
AQA	Advanced GCE Mathematics	12	[]	[]	[]
AQA	AS GCE Mathematics	12	[]	[]	[]

School/College Modules

Specification	Code	Status	Coursework	Mark	Grade
AQA	C1	Active	[]	[]	[]
	C2	Planned	[]	[]	[]
	S1A	Active	[]	[]	[]
	C3	Planned	[]	[]	[]
	C4	Planned	[]	[]	[]
	M1A	Planned	[]	[]	[]

FM Centre Modules

Specification	Code	Status	Coursework	Mark	Grade
OCR(MEI)	FP1	Active	[]	[]	[]
	D1	Active	[]	[]	[]

Record: 14 of 77 of 77

Student ID (automatically generated)

NUM

Callouts:

- Please ensure that the average GCSE result is recorded for all students. This will be used to analyse the value added by your FM Centre
- Include the awards the student is studying for at school/college, as well as those being taught by the FM Centre.
- For future use - please leave this field empty.
- Fill in this field only during the school/year in which you wish to apply for Certification. Otherwise leave it blank. It should also be left blank for awards relating to the student's school/college studies.

Trouble shooting tip:

Unable to enter modules codes in the student form

If there are no values to select a module code from, check that the modules taught by your centre have been added to the Modules Offered tab of the Further Maths Centre form. Remember to select the correct specification and to set the tuition at the value you plan to charge (the default is £220).

Module Activity

You should record details of all the modules the student has taken through the FM Centre and the results of their examinations. This information is used to produce examination reports, timetables and invoices.

The Fee Weight is used to calculate the amount to be invoiced to the student's school in the Autumn and the Spring terms. In the example below the student is studying FP1 over two terms, with the fee divided equally between each term.

The screenshot shows the 'Further Maths Centre Database V1.2 (Training 20Jan06)' application. The 'Students' window is open, displaying the 'Module Activity' tab for student Anita Hewden (ID 180, Woolston School, Year 12). The table below shows the modules and fee weights for the student.

Module	School Year	Taught		Fee Weight	Sitting Exam	
		Autumn	Spring		January Mark	May/June Mark
D1	2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FP1	2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>

Record: 77 of 77

Trouble shooting tip:

The required module is not displayed in the list of available options

You may be trying to select a module that the student is not currently studying. Check that the module has been entered in the FM Centre Modules area of the Student Awards/Modules tab.

Lessons

Use this tab to record which lessons the student will be attending, including Study and Revision Days. The information builds up to provide a full history of all the lessons the student has attended, though you may wish to delete lessons that have expired – either from this tab or from the Lessons form.

Simply select the required lesson from the list of available options and the other fields will be automatically filled in (from the lesson details you have already entered in the Lessons form). Only the lessons relating to modules the student is currently studying will appear as options.

Further Maths Centre Database V1.2 (Training 20Jan06)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Students

ID 180 Name Anita Hewden School/College Woolston School Year 12

Personal Details Awards/Modules Module Activity Lessons University Progression

ID Lesson 11

Type Weekly (FP1 etc)

Time 10:00 AM to 04:00 PM

Day Monday

Room B1.02

Building Reimann Building

Institution Wessex Further Maths Centre

ID Lesson 12

Type Weekly (D1)

Time 02:00 PM to 03:30 PM

Day Wednesday

Room B1.02

Building Reimann Building

Institution Wessex Further Maths Centre

ID Lesson

Type

Time to

Day

Room

Building

Institution

Record: 77 of 77

Lesson ID (automatically generated)

NUM

Trouble shooting tip:

The required lesson is not displayed in the list of available options

You may be trying to select a lesson for a module that the student is not currently studying. Check that the module has been entered in the FM Centre Modules area of the Student Awards/Modules tab. Alternatively, it may be that the end date of the lesson has already passed.

University Progression

You should use this tab to record the student's university plans and progression. Start by entering their initial plans when they start the course, and update the details as their plans firm up and their offers come in. Also record any interventions you may have made with the institutions to which they apply.

This data will enable the FM Network to analyse what our students go on to study, and whether university offers are beginning to include Further Mathematics as a result of the Network's activities.

Further Maths Centre Database V1.2 (Training 20Jan06)

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Students

ID: 180 Name: Anita Hewden School/College: Woolston School Year: 12

Personal Details Awards/Modules Module Activity Lessons **University Progression**

Plans

University Plans: Considering engineering degree

Offers

☐ Do any of the Student's Offers include Further Maths?

☐ Did the FM Centre influence this inclusion?

Notes:

Destination

University:

Subject:

Area:

Course Code:

Record: 77 of 77

Current University (or other Further Education) plans of the Student

NUM

5. The Administration Cycle

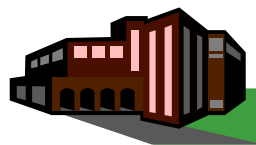
The administration of a Further Mathematics Centre follows an annual cycle based around the academic school/college year. Within this there is a sub-cycle repeated twice in the year dictated by the examination cycle.

The following diagrams above summarise the administration processes and the key correspondence between the FM Centre and the Students, and the FM Centre and the Schools/Colleges. Note that all correspondence associated with examinations (e.g. examination entries, certification requests, etc) are exchanged with Schools/Colleges. The Further Mathematics Centre should have no need to contact the Awarding Bodies directly.

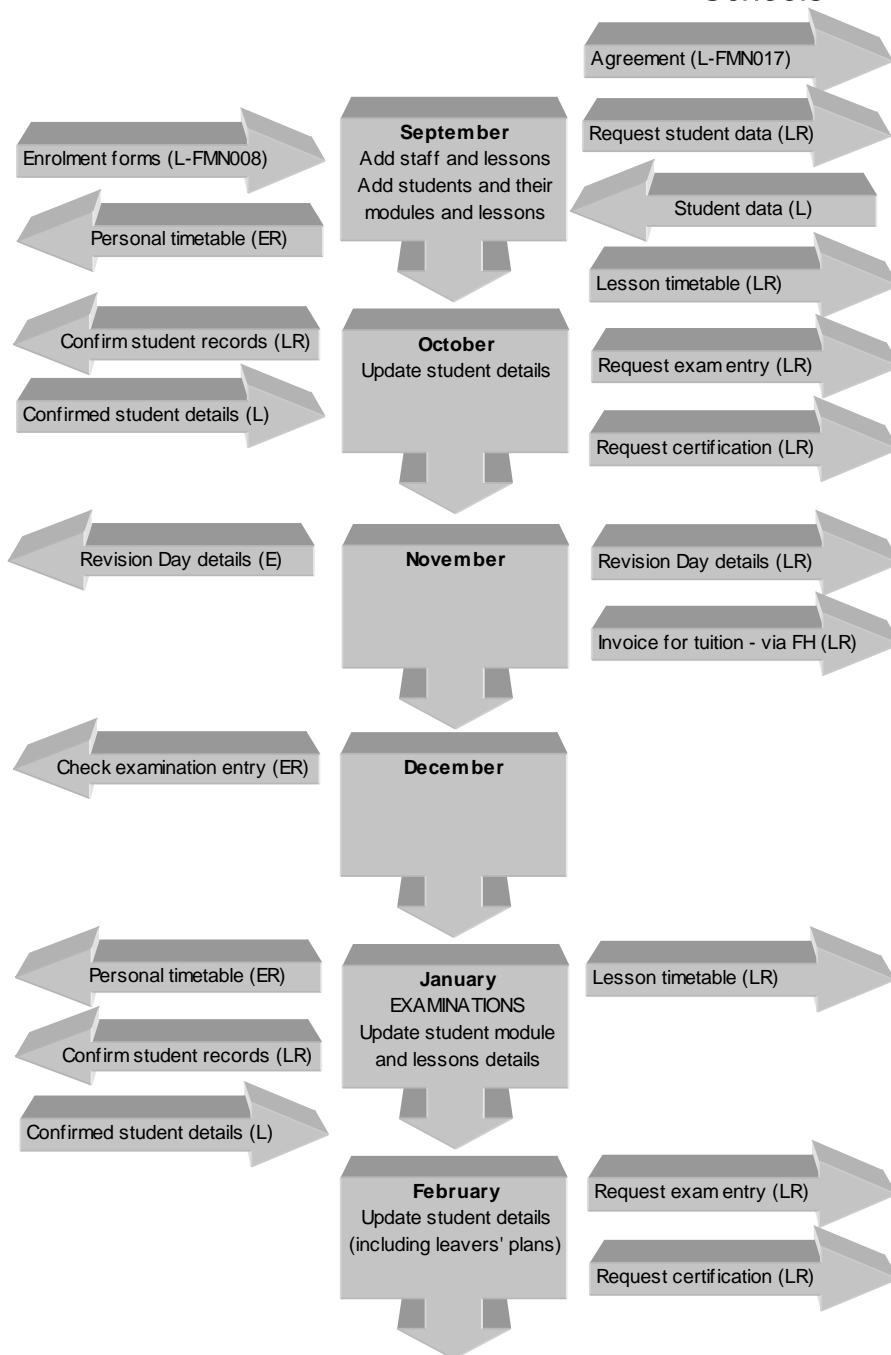


Students

Further Mathematics Centre Administration



Schools



Key

E = E-mail

ER = E-mail based on database report

L = Paper based letter or form

LR = Letter based on database report

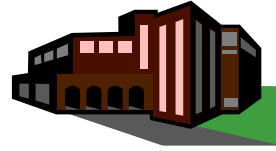
via FH = Via Fund Holder

Capitals = general activity not actioned via database.

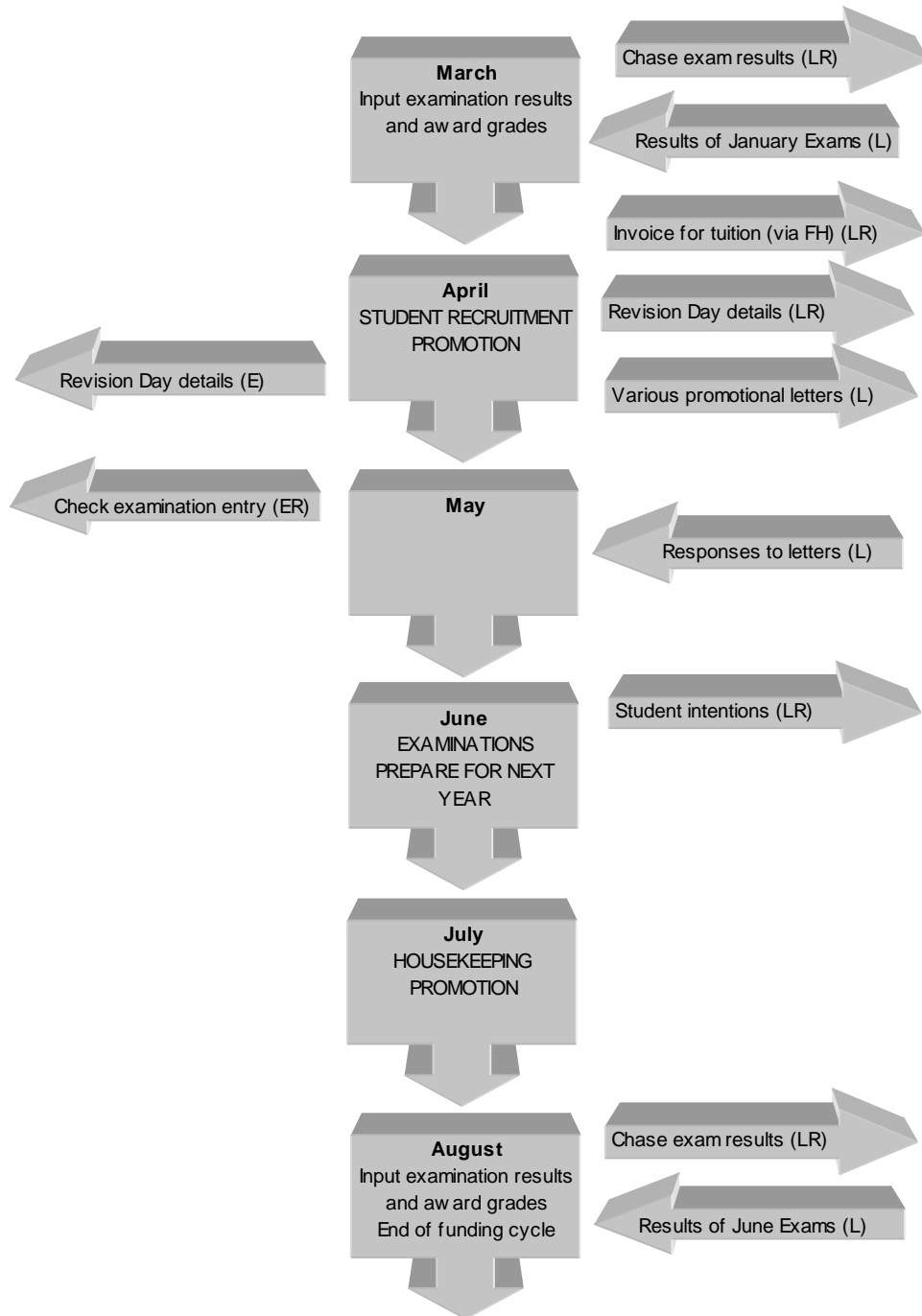


Students

Further Mathematics Centre Administration



Schools



6. Reports

The database provides many reports that extract data and present it as a list or in the form of a letter or fax for corresponding with schools/colleges or students.

To run a report, simply select the required option from the menu. You can then print the report or export it to Word where you may edit it as required. To export the report to MS Word, select the Word icon from the toolbar.

Select the Close Window icon to close the report and return the menu.

Financial reports are described in the section on Finance, included later in this document.

Trouble shooting tips:

FMN Logo lost when reports are exported to Word

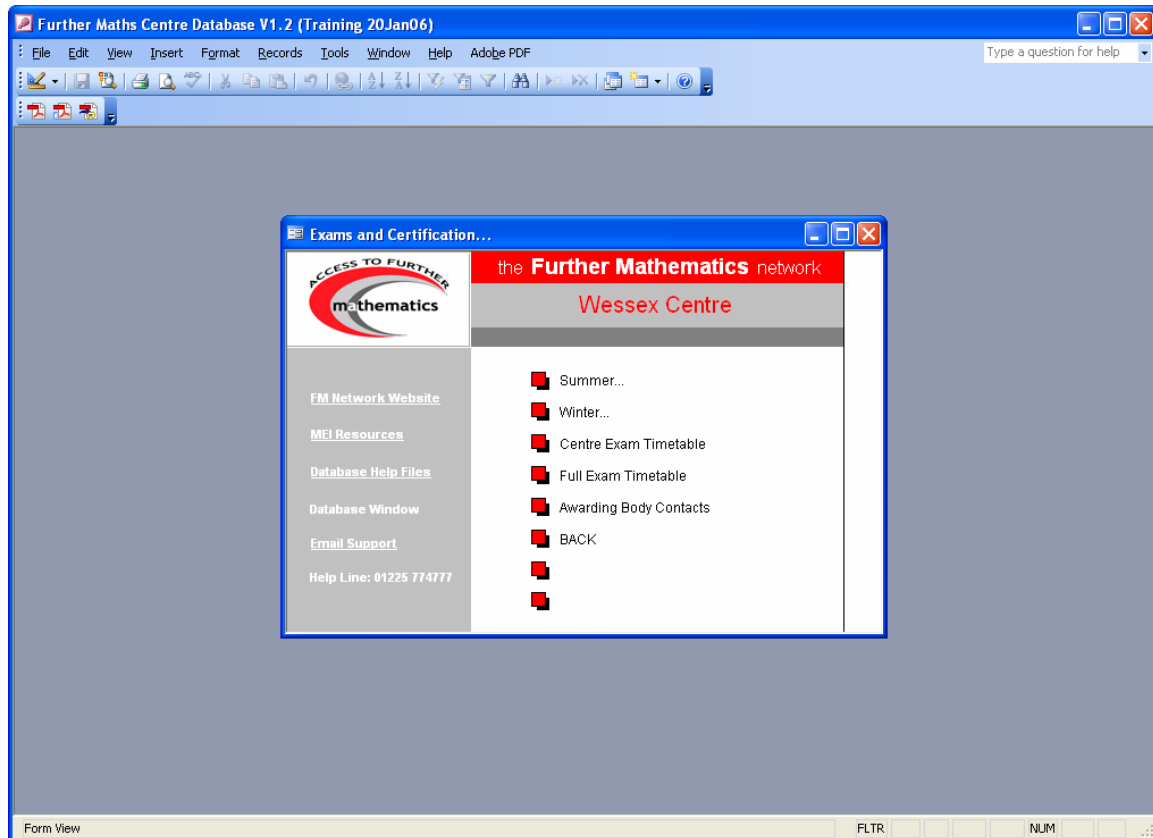
It is not possible to fix this issue. To get around it we suggest you print on headed notepaper, or copy the text of the report to the electronic version of headed paper before printing it.

Report is not being produced for a particular school/college

Check that a Centre Contact has been added to the school/college.

Examination and Certification reports

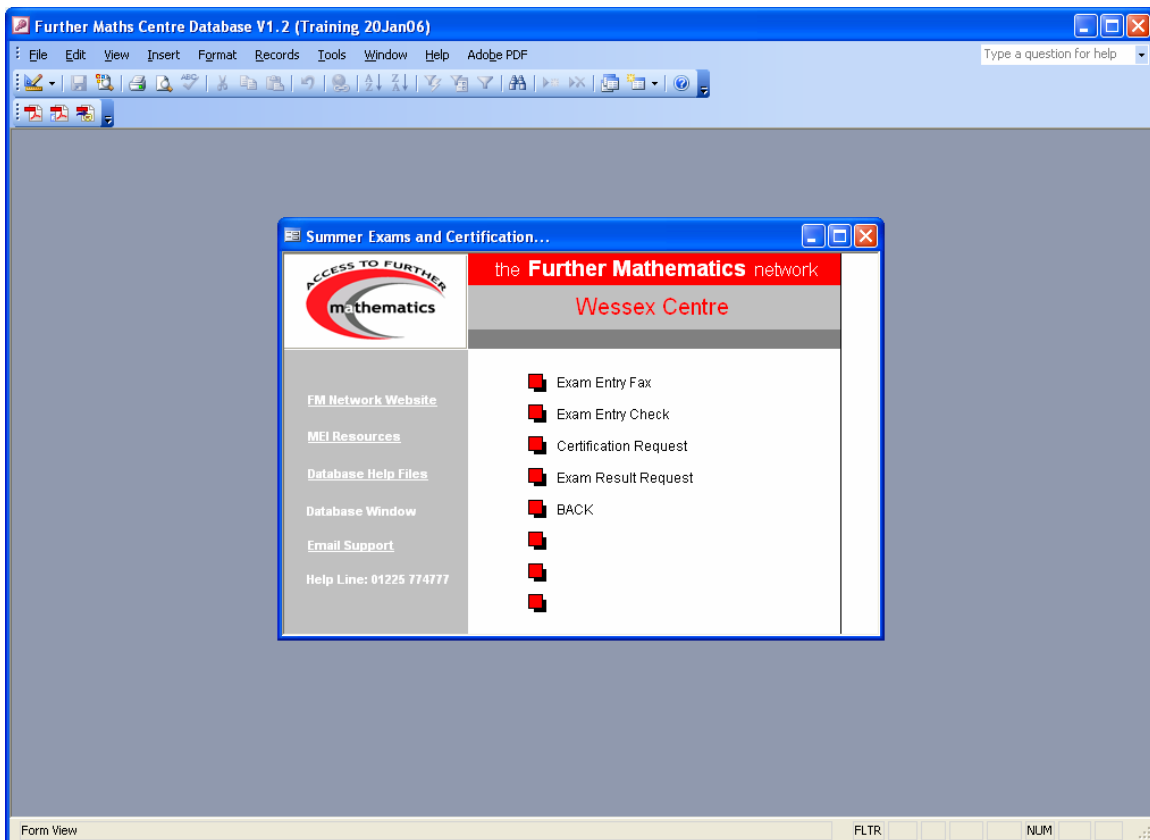
To access these reports select the Exams and Certification option from the Main Menu. The following menu is then displayed.



Exam Entry Fax

This report is a fax to the Examinations Officer in each school/college reminding them to enter your Further Mathematics students for module examinations.

Select the required option: Winter for January examinations, or Summer for May/June examinations.



Then select the Exam Entry Fax option.

Further Maths Centre Database (Development Copy) - [Winter Exam Entry Fax]

File Edit View Tools Window Help Type a question for help

Zoom 75%

FAX

To: Margaret Carpenter, Henry Banger


Fax: 0167 76550940

From: Donald Persimon, Wessex Further Mathematics Centre

Date: 31 August 2005

Re: Further Maths Examination Entries

No. of Pages: 1



In the next round of A-level exams, the students below will be sitting, or resitting, one or more of the following Further Mathematics modules.

Spec.	Module	Code	Date	Duration
OCR(MEI)	D1 Decision Mathematics 1	4771	Monday PM 23 January 2006	1hr 30 min
	FP1 Further Concepts for Advanced Mathematics	4755	Wednesday PM 18 January 2006	1hr 30 min
	FP2 Further Methods for Advanced Mathematics	4756	Monday AM 16 January 2006	1hr 30 min
	P6 Pure Mathematics 6	2606	Wednesday AM 25 January 2006	1hr 20 min

Below is the best information we have about your students at present. It is possible that the number of resits will change nearer exam time.

Student	Specification	Exam	Code
Mildred Doubleday	OCR(MEI)	FP 1	4755
	OCR(MEI)	FP 2	4756
Tom Pomegranate	OCR(MEI)	D 1	477 1
	OCR(MEI)	P6	2606

Tel: 0176 7652896, Mob: 0774 8964234, Fax: 0176 7652418, Email: donald.persimon@fmcn.org

Page: 1

Ready NUM

The fax is addressed to the School's or College's Examination Officer.

The fax is sent from the School's or College's Centre contact (defined in the School/College form, Details tab).

Exam Entry Check

This report is a letter to each student advising that they should have recently received a slip providing details of the examinations they are taking at the next sitting. It tells them to check that the details on the slip match the details included in the letter, and to let both their school/college and the Further Mathematics Centre know if the details are not correct.

Further Maths Centre Database V1.2 (Training 20Jan06) - [Summer Exam Entry Check]

File Edit View Tools Window Help Adobe PDF

Type a question for help

75%

Further Mathematics

Dr Donald Persimon
Mathematics Institute
University of Wessex
Hilston
WY4 7AL
Phone 0176 7662836
Fax 0176 7662418
Mobile 0774 6964234
Email donald.persimon@fmcn.org

Tuesday, 10 January 2006

Ms Alyson Frances
6 Oliver Street
Araluen
Hilston
Wessex WY31 1JK

Dear Alyson

Exam Entry: Bishop Cransky

You should recently have received a slip from your school/college giving you details of the summer examinations for which you are entered. Below is a list of the Further Maths modules we believe you should be sitting. Can you please check that this information matches that on the slip, and that there are no clashes in the timing of your exams.

Spec.	Module	Code	Date	Duration
OCR(MEI)	FP1 Further Concepts for Advanced Mathematics	4755	Thursday AM 8 June 2006	1hr 30 min
	FP2 Further Methods for Advanced Mathematics	4756	Tuesday PM 6 June 2006	1hr 30 min

If you identify any problems, please contact both your school/college and the Further Mathematics Centre immediately.

Many thanks

Donald Persimon
Further Maths Centre Manager

Page: 1

Ready

NUM

Certification Request

This is a letter created on behalf of schools/colleges for them to send to the relevant Awarding Body to request aggregation and certification for students due to complete their awards at the next examination sitting. The letter lists all of the modules that the students have taken and serves as a means of verifying with the Awarding Body that the module combinations are valid.

This letter should be sent to the school/college for the Examinations Officer to sign and send to the Awarding Body.

To run the report, select the Certification Request option from the Summer or Winter Examination menu (see above).

Microsoft Access - [OCR Letter]

File Edit View Tools Window Help

Type a question for help

75%

Close Setup

Flindon Court School and Community College
Northbrook Road
Wesseltown
WX6 2AZ

Sandie Fernand
OCR
Syndicate Buildings
1 Hills Road
Cambridge, CB1 2EU

09 August 2005

Dear Ms Fernand

Some of our students have studied for an OCR(MEI) AS/A level in Further Mathematics via the MEI "Access to Further Mathematics" scheme. However, their Mathematics A-level is not with OCR(MEI). I believe that you will be manually aggregating the marks of such students and that you require the information below in order that the students concerned can be certificated for Further Maths this summer.

School: Flindon Court School and Community College

Centre Number:

Student	Candidate No.	FM Target	FM Modules	A-level Board	A-level Modules
Alison Billington	AS	D1 (New), NM (Old), FP1	AQA	P1, P2, P3, S1, S2, Methods	
Bob Bunter	A	D1 (New), NM (Old), P4, S2 (Old), P6, S3	AQA	P1, P2, P3, S1, M1, Methods	

This letter is an attempt to pre-empt the 'Certification Entry Warning Report' you might otherwise send stating that these students will not be graded this summer as they are not sitting for Mathematics (7830) with OCR(MEI).

Please don't hesitate to get in touch if the information above is insufficient or you anticipate any problems with these students' Further Maths certification this Summer.

Yours sincerely,

Sandra Hopkin
Examinations Officer

Page: 5

Ready

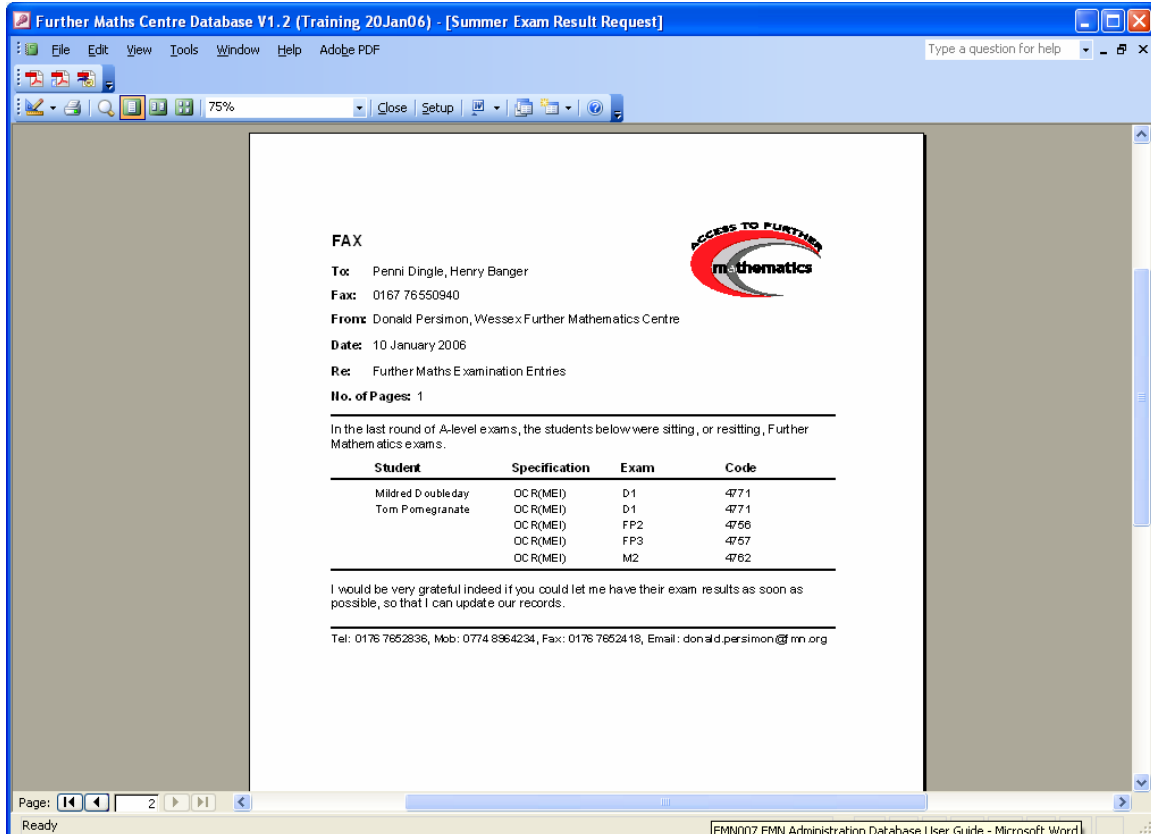
NUM

The letter is addressed to the main contact at the relevant Awarding Body. This data is supplied with the database.

Exam Results Request

This is a fax to the Main Contact at each school/college asking them to provide the FM Centre with the module examination results for the last sitting and the Award Grades for students who have recently been certificated for an Award.

To run the report, select the Exam Result Request option from the Summer or Winter Examination menu (see above).



FAX

To: Penni Dingle, Henry Banger
Fax: 0167 76550940
From: Donald Persimon, Wessex Further Mathematics Centre
Date: 10 January 2006
Re: Further Maths Examination Entries
No. of Pages: 1

In the last round of A-level exams, the students below were sitting, or resitting, Further Mathematics exams.

Student	Specification	Exam	Code
Mildred Doubleday	OCR(MEI)	D1	4771
Tom Pomegranate	OCR(MEI)	D1	4771
	OCR(MEI)	FP2	4766
	OCR(MEI)	FP3	4767
	OCR(MEI)	M2	4762

I would be very grateful indeed if you could let me have their exam results as soon as possible, so that I can update our records.

Tel: 0176 7652836, Mob: 0774 8964234, Fax: 0176 7652418, Email: donald.persimon@fmn.org

Centre Exam Timetable

This report lists details of all examinations that are relevant to the Further Mathematics Centre (i.e. those relating to the Specifications and Modules selected in the Modules Offered tab of the Further Maths Centre Data Entry form).

To run this report select the Centre Exam Timetable option from the Exams and Certification menu.

Further Maths Centre Database (Dev V1.24 12Oct05) - [Exam Timetable]

File Edit View Tools Window Help

75% Close Setup

Centre Exam Timetable

Spec	Name	Full name	Exam Code	Exam Date	Duration	Coursework
AQA						
FP1	Further Pure 1	MFP1	Summer Monday P M 12 June 2006	10:30 min	<input type="checkbox"/>	
FP2	Further Pure 2	MFP2	Summer Monday P M 23 January 2006	10:30 min	<input type="checkbox"/>	
FP3	Further Pure 3	MFP3	Summer Monday A M 19 June 2006	10:30 min	<input type="checkbox"/>	
FP4	Further Pure 4	MFP4	Summer Friday P M 27 January 2006	10:30 min	<input type="checkbox"/>	
FP4	Further Pure 4	MFP4	Summer Monday P M 12 June 2006	10:30 min	<input type="checkbox"/>	
FP4	Further Pure 4	MFP4	Summer Monday P M 23 January 2006	10:30 min	<input type="checkbox"/>	
MA1A	Mechanics 1A	MM1A	Summer Tuesday P M 06 June 2006	10:15 min	<input checked="" type="checkbox"/>	
MA1A	Mechanics 1A	MM1A	Summer Monday A M 16 January 2006	10:15 min	<input type="checkbox"/>	
Edexcel						
C3	Core Mathematics C3	6665	Summer Monday P M 12 June 2006	10:30 min	<input type="checkbox"/>	
C3	Core Mathematics C3	6665	Summer Wednesday P M 18 January 2006	10:30 min	<input type="checkbox"/>	
C4	Core Mathematics C4	6666	Summer Monday P M 12 June 2006	10:30 min	<input type="checkbox"/>	
C4	Core Mathematics C4	6666	Summer Monday P M 23 January 2006	10:30 min	<input type="checkbox"/>	
D1	Decision Mathematics D1	6689	Summer Tuesday A M 08 June 2006	10:30 min	<input type="checkbox"/>	
D1	Decision Mathematics D1	6689	Summer Wednesday P M 18 January 2006	10:30 min	<input type="checkbox"/>	
D2	Decision Mathematics D2	6690	Summer Tuesday A M 08 June 2006	10:30 min	<input type="checkbox"/>	
D2	Decision Mathematics D2	6690	Summer Wednesday P M 18 January 2006	10:30 min	<input type="checkbox"/>	
FP1	Further Pure Mathematics FP1	6674	Summer Monday A M 19 June 2006	10:30 min	<input type="checkbox"/>	
FP1	Further Pure Mathematics FP1	6674	Summer Wednesday A M 25 January 2006	10:30 min	<input type="checkbox"/>	
OCR(MEI)						

24 October 2005

Page 1 of 3

Page: 14 1

Ready

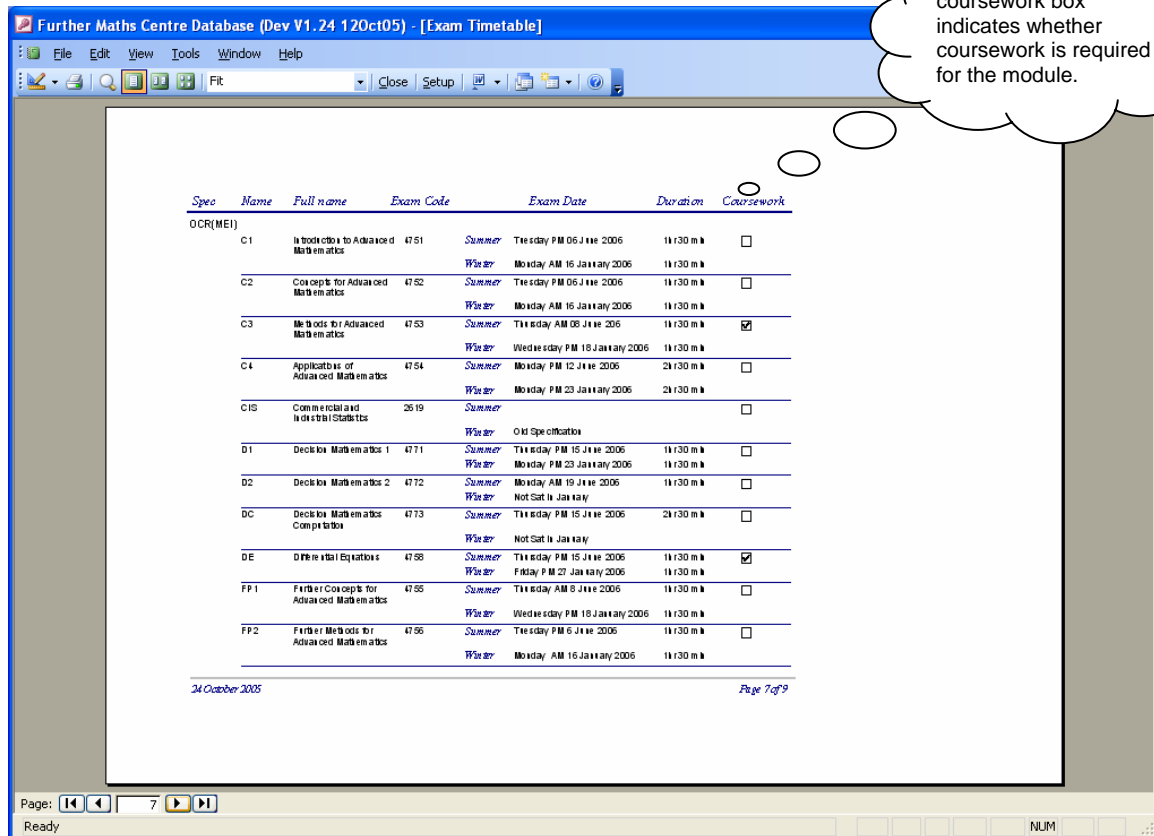
NUM

A tick in the coursework box indicates whether coursework is required for the module.

Full Exam Timetable

This report lists all of the examination details held in the Administration Database (i.e. all modules for all specifications).

To run this report, select the Full Exam Timetable option from Exams and Certification menu.



Spec	Name	Full name	Exam Code	Exam Date	Duration	Coursework
OCR(MEI)	C1	Introduction to Advanced Mathematics	4751	Summer: Tuesday PM 06 June 2006 Winter: Monday AM 16 January 2006	1h 30 min	<input type="checkbox"/>
	C2	Concepts for Advanced Mathematics	4752	Summer: Tuesday PM 06 June 2006 Winter: Monday AM 16 January 2006	1h 30 min	<input type="checkbox"/>
	C3	Methods for Advanced Mathematics	4753	Summer: Tuesday AM 06 June 2006 Winter: Wednesday PM 18 January 2006	1h 30 min	<input checked="" type="checkbox"/>
	C4	Applications of Advanced Mathematics	4754	Summer: Monday PM 12 June 2006 Winter: Monday PM 23 January 2006	2h 30 min	<input type="checkbox"/>
	C10	Commercial and Industrial Statistics	2619	Summer: Old Specification		<input type="checkbox"/>
	D1	Decision Mathematics 1	4771	Summer: Tuesday PM 15 June 2006 Winter: Monday PM 23 January 2006	1h 30 min	<input type="checkbox"/>
	D2	Decision Mathematics 2	4772	Summer: Monday AM 19 June 2006 Winter: Not Sat in January	1h 30 min	<input type="checkbox"/>
	DC	Decision Mathematics Completion	4773	Summer: Tuesday PM 15 June 2006 Winter: Not Sat in January	2h 30 min	<input type="checkbox"/>
	DE	Differential Equations	4758	Summer: Tuesday PM 15 June 2006 Winter: Friday PM 27 January 2006	1h 30 min	<input checked="" type="checkbox"/>
	FP1	Further Concepts for Advanced Mathematics	4755	Summer: Tuesday AM 6 June 2006 Winter: Wednesday PM 18 January 2006	1h 30 min	<input type="checkbox"/>
	FP2	Further Methods for Advanced Mathematics	4756	Summer: Tuesday PM 6 June 2006 Winter: Monday AM 16 January 2006	1h 30 min	<input type="checkbox"/>

24 October 2005 Page 7 of 9

Awarding Body Contacts

This report provides contact details for the four specifications available (i.e. AQA, Edexcel, OCR and OCR (MEI)).

To run this report, select the Awarding Body Contacts option from Exams and Certification menu.

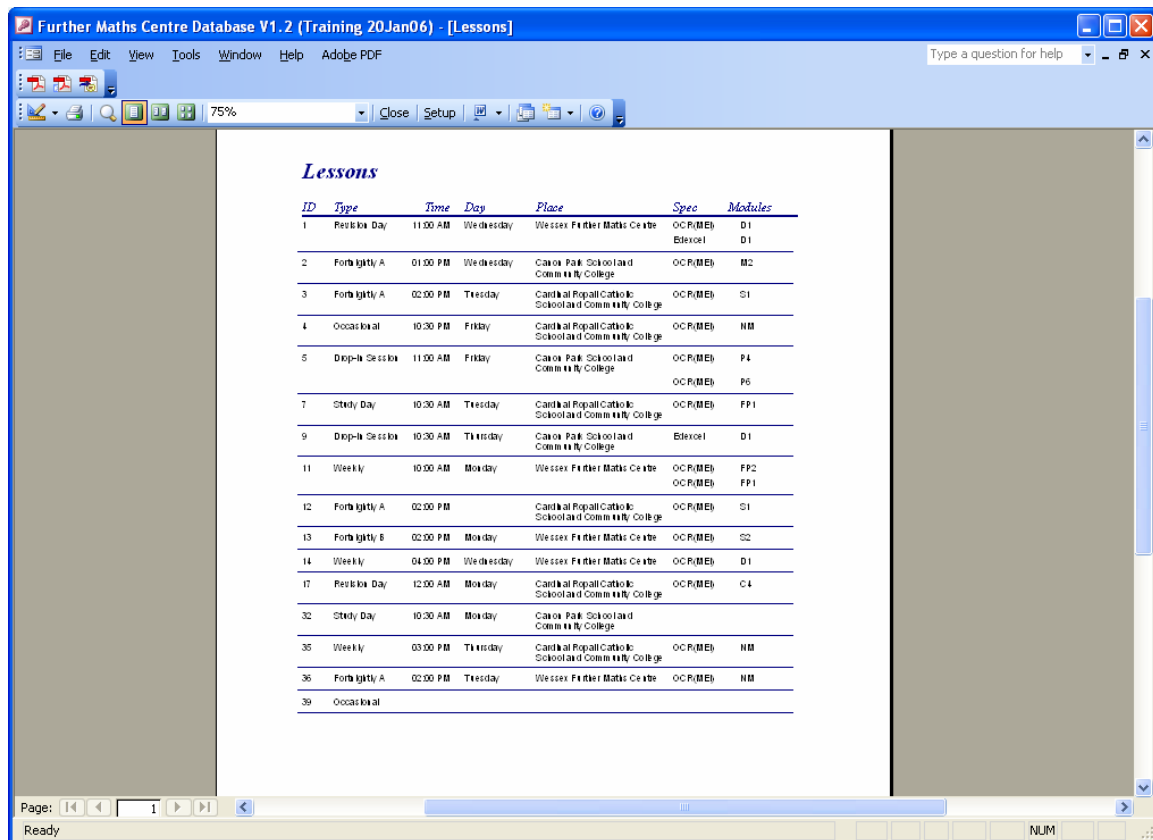
<i>Awarding Body Contacts</i>	
<i>AQA</i>	
Title	Mr
Initials	J
Forename	James
Surname	Thompson
Job Description	Asst Subject Officer for Mathematics
Address 1	AQA
Address 2	Stag Hill House
Address 3	
Address 4	
Address 5	
Town/City	Guildford
County	Surrey
Postcode	GU2 7XJ
Phone	01483 477526
Fax	
Mobile	
Email	mathematics-goe@aqa.org.uk
<i>Edexcel</i>	
Title	Mr
Initials	G
Forename	Graham
Surname	Cumming
Job Description	Qualification Leader for Mathematics
Address 1	Edexcel
Address 2	One00
Address 3	High Holborn
Address 4	
Address 5	
Town/City	London
County	
Postcode	WC1V 7BH
Phone	0207 1904328
Fax	
Mobile	
Email	mathematics@edexcel.org.uk

Lesson Reports

Lesson List

This report provides a list of all the lessons recorded on the database.

To run this report, select the Lessons option from the Main menu, and then select the Lesson List option.



ID	Type	Time	Day	Place	Spec	Modules
1	Perkins Day	11:00 AM	Wednesday	Wessex Further Maths Centre	OC P(M)Es Edexcel	D1 D1
2	Fortnightly A	01:00 PM	Wednesday	Canoe Park School and Community College	OC P(M)Es	M2
3	Fortnightly A	02:00 PM	Tuesday	Catholic Poplar Catholic School and Community College	OC P(M)Es	S1
4	Occasional	10:30 PM	Friday	Catholic Poplar Catholic School and Community College	OC P(M)Es	NM
5	Drop-In Session	11:00 AM	Friday	Canoe Park School and Community College	OC P(M)Es	P4 P6
7	Study Day	10:30 AM	Tuesday	Catholic Poplar Catholic School and Community College	OC P(M)Es	FP1
9	Drop-In Session	10:30 AM	Thursday	Canoe Park School and Community College	Edexcel	D1
11	Weekly	10:00 AM	Monday	Wessex Further Maths Centre	OC P(M)Es FP2 FP1	
12	Fortnightly A	02:00 PM		Catholic Poplar Catholic School and Community College	OC P(M)Es	S1
13	Fortnightly B	02:00 PM	Monday	Wessex Further Maths Centre	OC P(M)Es	S2
14	Weekly	04:00 PM	Wednesday	Wessex Further Maths Centre	OC P(M)Es	D1
17	Perkins Day	12:00 AM	Monday	Catholic Poplar Catholic School and Community College	OC P(M)Es	C4
32	Study Day	10:30 AM	Monday	Canoe Park School and Community College		
35	Weekly	03:00 PM	Thursday	Catholic Poplar Catholic School and Community College	OC P(M)Es	NM
36	Fortnightly A	02:00 PM	Tuesday	Wessex Further Maths Centre	OC P(M)Es	NM
39	Occasional					

Timetable (Schools/Colleges)

This is a fax to the Main Contact at each school/college advising them of the dates, times and venues of the lessons that their students will be attending.

To run this report select, select the Lessons option from the Main menu, then select the Timetable (Schools/Colleges) option.

Further Maths Centre Database (Dev V1.24 12Oct05) - [Revision Day Fax]


File Edit View Tools Window Help Adobe PDF

Type a question for help

75% Close Setup

FAX

To: Penni Dingle, Henry Banger
Fax: 0167 76550940
From: Donald Persim on, Wessex Further Mathematics Centre
Date: 19 October 2005
Re: Revision Days
No. of Pages: 1



As part of their studies with the Further Maths Centre the students below are expected to attend the following Revision Day(s) in the run-up to their exams, in addition to their

<i>Revision Day (D1)</i>	11:00 AM to 4:00 PM Thursday, 05 January 2006 Wessex Further Maths Centre
<i>Students</i>	Karla Deeply Yr12 Sandra Sonnet Yr12 Mildred Doubleday Yr13 Tom Pomegranate Yr13

Sessions such as these are a very important part of the course and can make all the difference to a student's final grade. I would encourage you to allow your students to attend them all.

I would be grateful if you could let me know which of your students will be able to come as soon as possible.

Tel: 0176 7652936, Mob: 0774 8964234, Fax: 0176 7652418, Email: donald.persim on@fmcn.org

Page: 1

Ready NUM

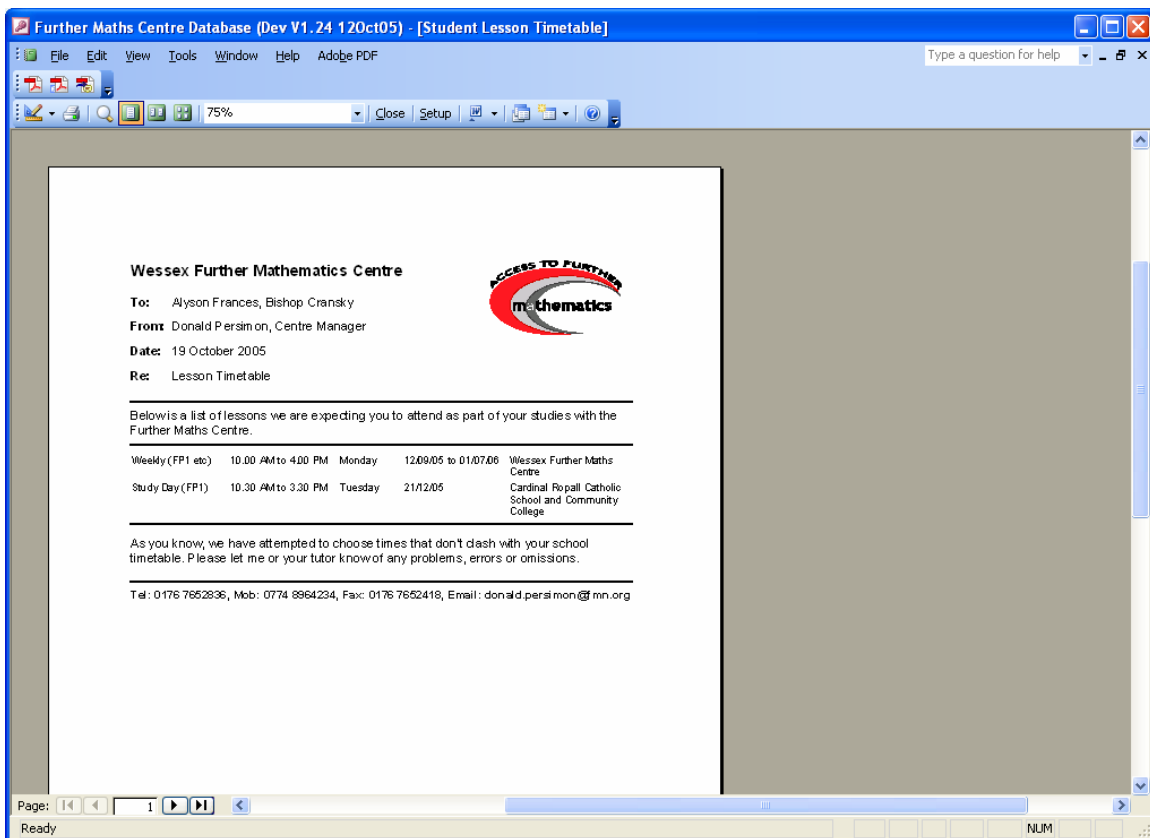
The fax is sent from the School's or College's Centre contact (defined in the School/College form, Details tab).

Timetable (Students)

This is a memo to students advising them of the dates, times and venues of the lessons they are required to attend.

It is identical to the Lesson Timetable report described under the Students Reports section below.

To run this report, select the Lessons option from the Main menu, and then select the Timetable (Students) option.



Trouble shooting tip:

There is no student data in the timetable report

Check the following

- The student's School/college has a Centre Contact entered so that the timetable memo has someone to come from.
- The student's lessons have been entered correctly
- The student's lessons have the correct start and end dates entered in the Lessons form (lessons that have finished will not be entered on the timetable).

Revision Day Fax

The Revision Day Fax report produces a fax to send to the Main Contact in each of the current schools/colleges informing them of any forthcoming Revision Days and advising them which students need to attend.

To run this report select, select the Lessons option from the Main menu, then select the Revision Day Fax option.

FAX

To: Penni Dingle, Henry Banger
Fax: 0167 76550940
From: Donald Persimon, Wessex Further Mathematics Centre
Date: 10 January 2006
Re: Revision Days
No. of Pages: 1

As part of their studies with the Further Maths Centre the students below are expected to attend the following Revision Day(s) in the run-up to their exams, in addition to their

Revision Day (D1)	11.00 AM to 4.00 PM Friday, 13 January 2006 Wessex Further Maths Centre
Students	
Kasta Deeply	Yr12
Sandra Sonnet	Yr12
Mildred Doubleday	Yr13
Tom Pomegranate	Yr13

Sessions such as these are a very important part of the course and can make all the difference to a student's final grade. I would encourage you to allow your students to attend them all.

I would be grateful if you could let me know which of your students will be able to come as soon as possible.

Tel: 0176 7652836, Mob: 0774 8964234, Fax: 0176 7652418, Email: donald.persimon@fmc.org

One-Off Lesson Fax

The One-Off Lesson Fax report is similar to the Revision Day Fax report. It produces a fax to send to the Main Contact in each of the current schools/colleges informing them of any forthcoming Revision Days, Study Days or Drop-in Sessions and advising them which students need to attend.

To run this report select, select the Lessons option from the Main menu, then select the One-Off Lesson Fax option.

FAX

To: Penni Dingle, Henry Banger

Fax: 0167 76550940

From: Donald Persimon, Wessex Further Mathematics Centre

Date: 10 January 2006

Rec: Revision and Consolidation Sessions

No. of Pages: 1

As part of their studies with the Further Maths Centre the students below are expected to attend the following revision and consolidation sessions in addition to their normal

Revision Day	11:00 AM to 4:00 PM	Modules
Friday, 13 January 2006		Edexcel D1
Wessex Further Maths Centre		OCR(ME) D1

Students

Karla Deely	Y12
Sandra Sonnet	Y12
Mildred Doubleday	Y13
Tom Pomegranate	Y13

Sessions such as these are a very important part of the course and can make all the difference to a student's final grade. We try to hold as many as possible in the school holidays, but some clash unavoidably with the teaching term. Nonetheless, I would encourage you to allow your students to attend them all.

For those sessions which conflict with the school/college timetable, I would be grateful if you could let me know which students are able to attend as soon as possible.

Tel: 0176 7652836, Mob: 0774 8964234, Fax: 0176 7652418, Email: donald.persimon@fmn.org

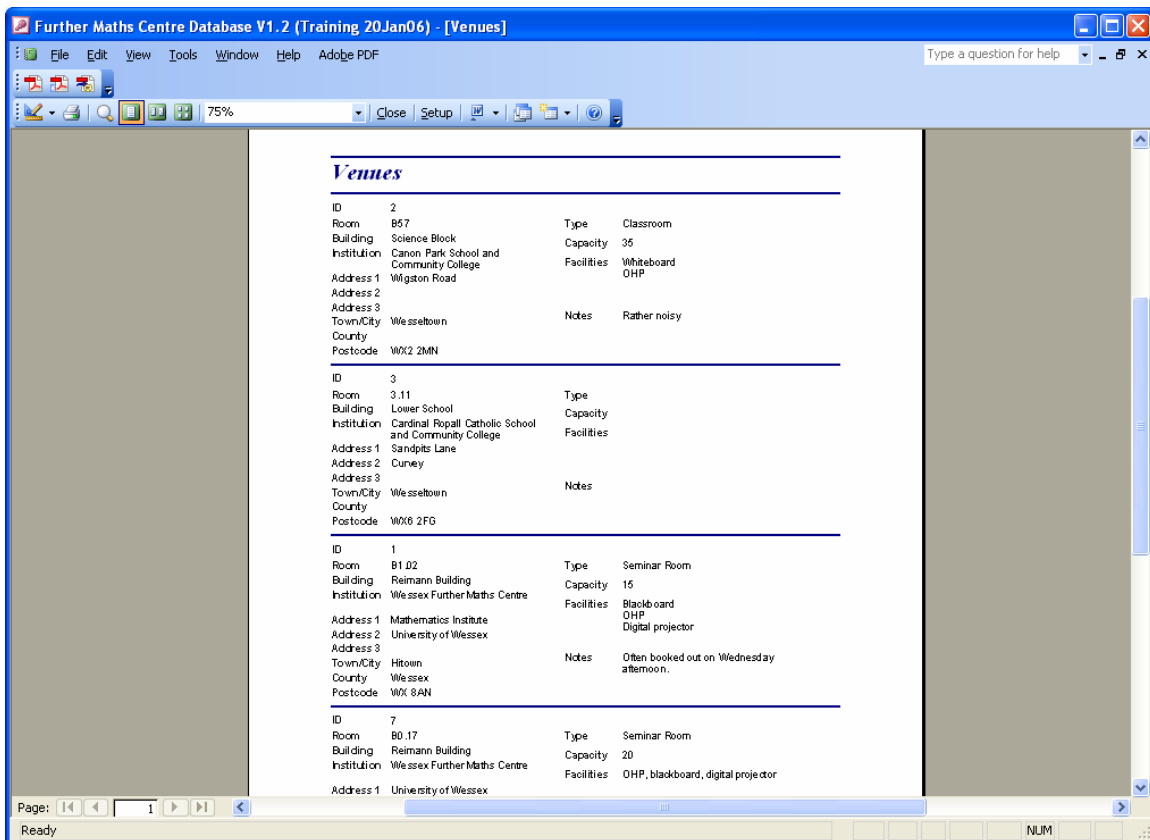
Page: 1

Ready

Venues

This report provides a summary of the venue data.

To run this report select, select the Lessons option from the Main menu, then select the Venues option.



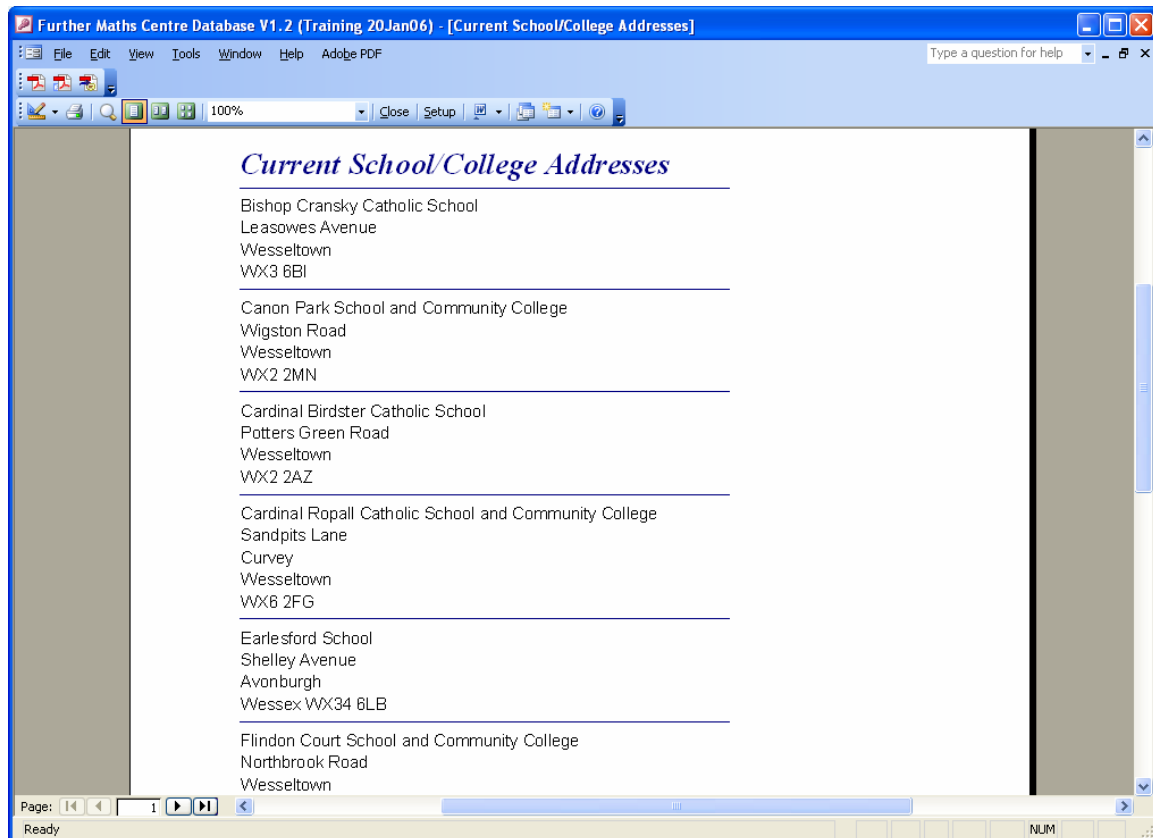
ID	2											
Room	B57									Type	Classroom	
Building	Science Block									Capacity	35	
Institution	Canon Park School and Community College									Facilities	Whiteboard OHP	
Address 1	Wigton Road											
Address 2												
Address 3										Notes	Rather noisy	
Town/City	Wesseltown											
County												
Postcode	WX2 2MN											
ID	3											
Room	3.11									Type		
Building	Lower School									Capacity		
Institution	Cardinal Ropall Catholic School and Community College									Facilities		
Address 1	Sandpits Lane											
Address 2	Curvey											
Address 3										Notes		
Town/City	Wesseltown											
County												
Postcode	WX0 2FG											
ID	1											
Room	B1.02									Type	Seminar Room	
Building	Reimann Building									Capacity	15	
Institution	Wessex Further Maths Centre									Facilities	Blackboard OHP Digital projector	
Address 1	Mathematics Institute											
Address 2	University of Wessex											
Address 3										Notes	Often booked out on Wednesday afternoon.	
Town/City	Htown											
County	Wessex											
Postcode	W01 8AN											
ID	7											
Room	B0.17									Type	Seminar Room	
Building	Reimann Building									Capacity	20	
Institution	Wessex Further Maths Centre									Facilities	OHP, blackboard, digital projector	
Address 1	University of Wessex											

Schools and Colleges Reports

This series of reports list the addresses of selected schools and colleges. There are four versions of this report; all are accessed from the Schools/Colleges option in the Main menu.

Current

This report provides details of Current schools and colleges, i.e. those that have students that are currently studying with your FM Centre.



Registered

This report provides details of schools and colleges that have registered with your Further Mathematics Centre. These schools and colleges will have expressed an interest in the FM Network by completing a registration form and will each have an individual school/college username for accessing the MEI Web Resources.

The report is similar to the example for Current Schools/Colleges above.

Potential

This report provides details of schools and colleges in your area that you have recorded on the database because you think they may become involved with your Further Mathematics Centre in the future (e.g. schools/colleges that you may want to invite to a launch).

The report is similar to the example for Current Schools/Colleges above.

Withdrawn

This report provides details of schools and colleges that have, at least for the time being, stopped sending students to your Further Maths Centre.

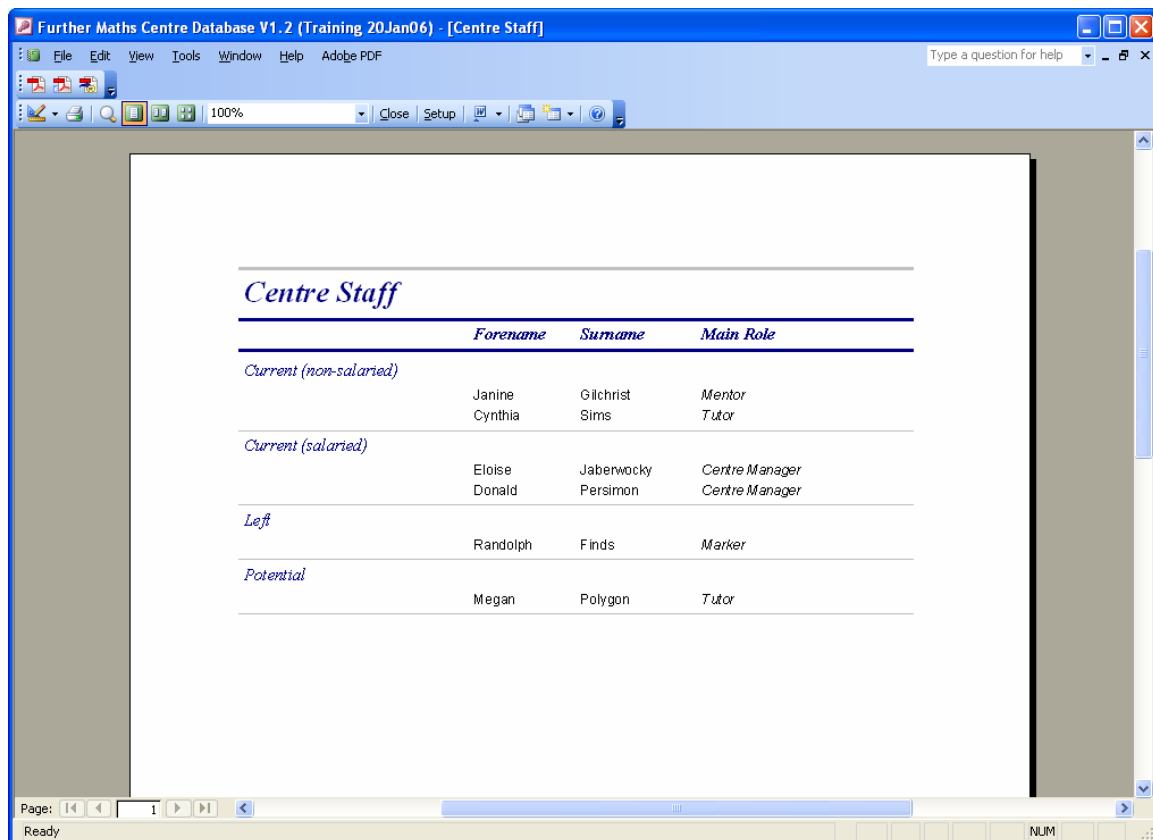
The report is similar to the example for Current Schools/Colleges above.

Staff Reports

Staff List

This report provides a list of the staff recorded on the database, along with their status and their main role within the FM Centre.

To run this report select, select the Staff option from the Main menu, then select the Staff List option.



	<i>Forename</i>	<i>Surname</i>	<i>Main Role</i>
<i>Current (non-salaried)</i>	Janine	Gilchrist	<i>Mentor</i>
	Cynthia	Sims	<i>Tutor</i>
<i>Current (salaried)</i>	Eloise	Jaberwocky	<i>Centre Manager</i>
	Donald	Persimon	<i>Centre Manager</i>
<i>Left</i>	Randolph	Finds	<i>Marker</i>
<i>Potential</i>	Megan	Polygon	<i>Tutor</i>

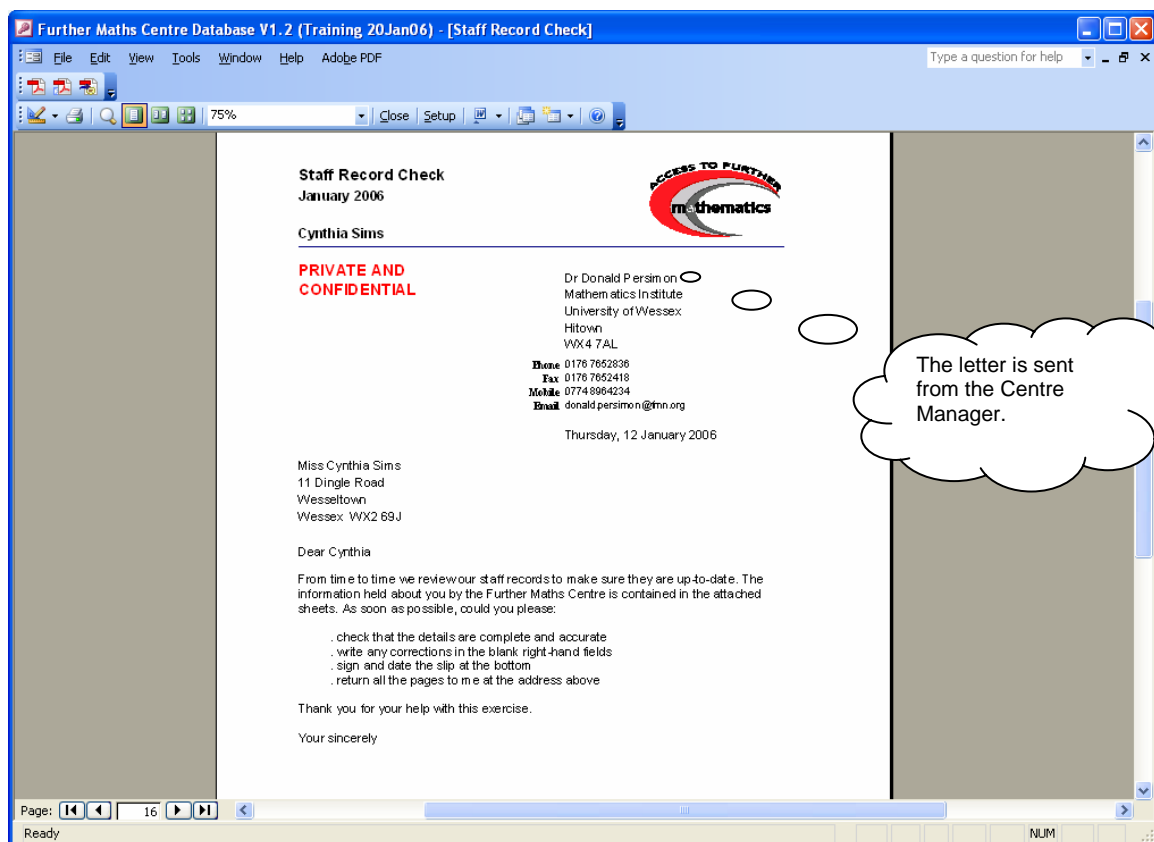
Record Check

This is a letter to each member of the FM Centre staff from their “line manager”, i.e. the Centre Manager to whom they are responsible. It asks them to confirm whether the details currently recorded on the database are correct. The report lists the full contents of their record.

The member of staff is asked to amend the details, sign the form and return it to the Further Mathematics Centre Manager. On receipt of the form, any corrections should be applied to the database as soon as possible. This exercise is a requirement of the Data Protection act and should be conducted on a suitably regular basis.

To run this report select, select the Staff option from the Main menu, then select the Staff Record Check option.

This report has three pages. The first page is a covering letter with instructions to the member of staff:



Subsequent pages show the details held on the database, and provide space for the member of staff to record any corrections or insert missing details. Here is an example of one:

Further Maths Centre Database V1.2 (Training 20Jan06) - [Staff Record Check]

Staff Record Check
January 2006

Cynthia Sims

ID Staff: 5

Title: Mrs In Role: C.A.

Forename: Cynthia

Surname: Sims

Date of Birth: 24/08/1950 Gender: F

Ethnicity: White

Occupation: Postgraduate

Work Address:

Address 1: 24 Green Street

Address 2:

Address 3:

Address 4:

Address 5:

Town/City: Milton

County: WUX2 5AD

Postcode: WUX2 5AD

Phone:

Fax:

Email:

Home Address:

Address 1: 11 Dingle Road

Address 2:

Address 3:

Town/City: Wexham

County: Wexham

Postcode: WUX2 6SU

Phone:

Mobile:

Email:

FM Centre Association:

State: Cambridge

Main Role: Tutor

Month: Year:

Page: 17

Ready

The member of staff can write any corrections or additional details in the empty spaces on the right of the form.

On the last page the member of staff is asked to sign the sheet confirming that their details are correct.


Further Maths Centre Database V1.2 (Training 20Jan06) - [Staff Record Check]

File Edit View Tools Window Help Adobe PDF Type a question for help

75% Close Setup

Staff Record Check

January 2006



Cynthia Sims

<p>CRB Check: <input checked="" type="checkbox"/></p> <p>Check Verified: <input type="checkbox"/></p> <p>Application Date: 06/01/2005</p> <p>Discontinue Date: 06/06/2005</p> <p>Reference: 53622293</p> <p>Notes: <input type="text"/></p>	<p>CRB Check: <input type="checkbox"/></p> <p>Check Verified: <input type="checkbox"/></p> <p>Application Date: <input type="text"/></p> <p>Discontinue Date: <input type="text"/></p> <p>Reference: <input type="text"/></p> <p>Notes: <input type="text"/></p>
---	--

<p>Can Teach Modules:</p> <p>Excel <input type="checkbox"/></p> <p>OCR <input type="checkbox"/></p> <p>OCR/MEB <input type="checkbox"/></p> <p>CC <input type="checkbox"/></p> <p>CS <input type="checkbox"/></p>	<p>Can Teach Modules:</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
---	---

I have checked and corrected the Staff Record held on me by the Further Mathematics Centre.

Signed..... Date.....

Page: 14 18 NUM

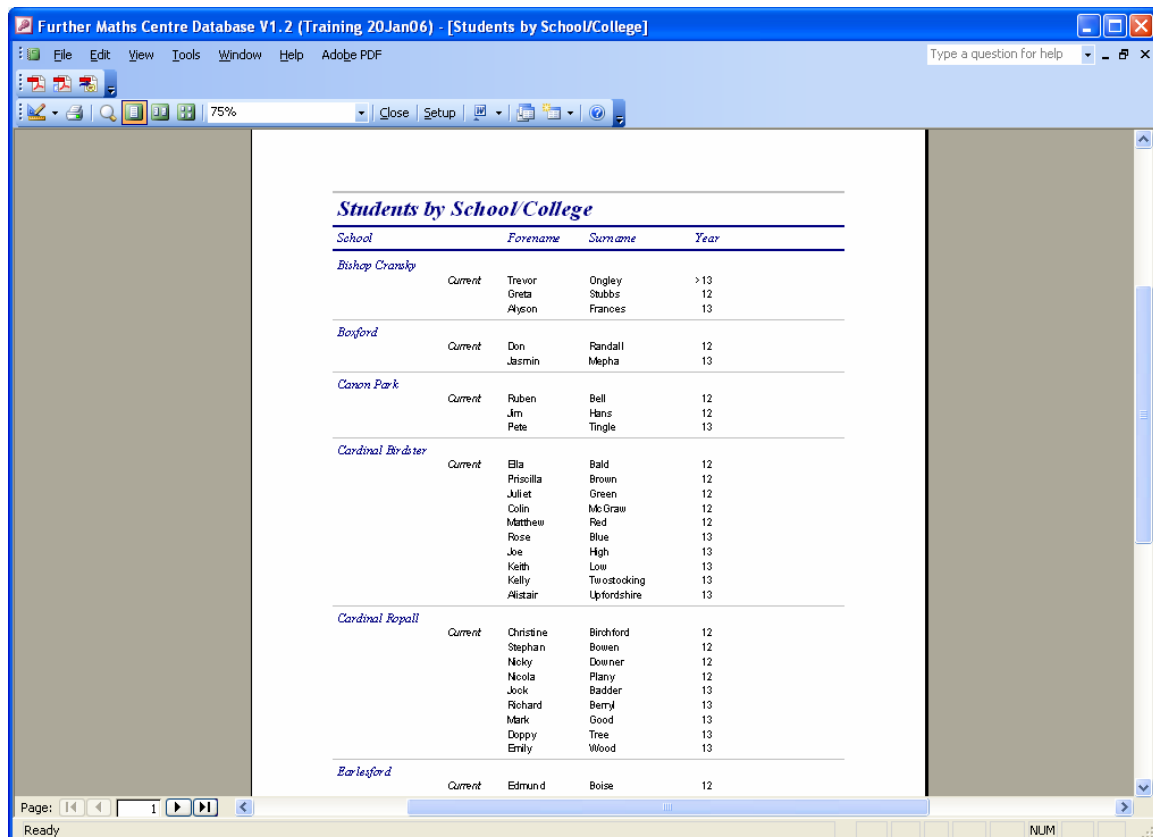
Ready

Student Reports

Students by School/College

This report provides a simple list of students by school/college.

To access these report select the Students option from the main menu, and then select the Students by School/College menu option.



School	Forename	Surname	Year
Bishop Cramsky	Trevor	Ongley	>13
	Greta	Stubbs	12
	Alyson	Frances	13
Boxford	Don	Randall	12
	Jasmin	Mepha	13
Canon Park	Ruben	Bell	12
	Jim	Hans	12
	Pete	Tingle	13
Cardinal Brister	Ella	Bald	12
	Priscilla	Brown	12
	Juliet	Green	12
	Collin	McGraw	12
	Matthew	Red	12
	Rose	Blue	13
	Joe	High	13
	Keith	Low	13
	Kelly	Turstocking	13
Cardinal Royall	Christine	Birchford	12
	Stephan	Bowen	12
	Nicky	Downer	12
	Nicola	Plany	12
	Jock	Badder	13
	Richard	Berryl	13
	Mark	Good	13
	Doppy	Tree	13
	Emily	Wood	13
Charlesford	Edmund	Boise	12

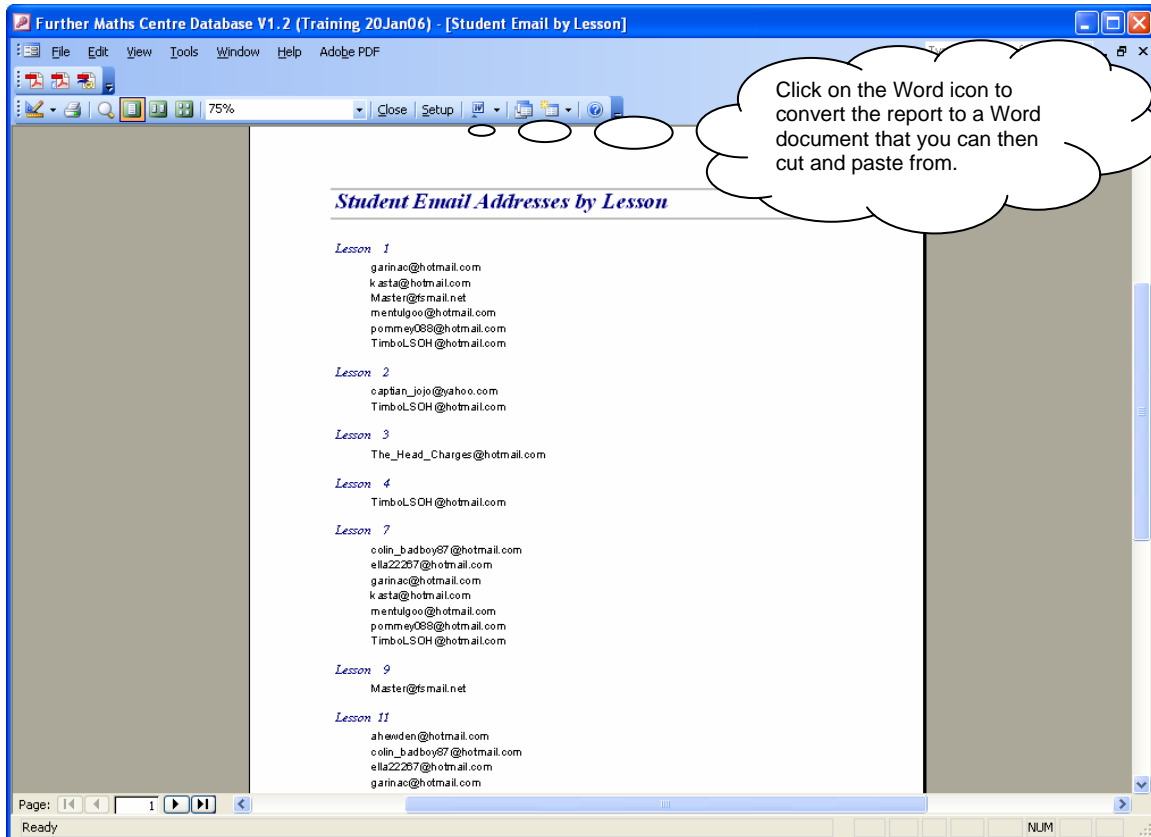
Student Email Address Lists

Four reports are provided to list student emails addresses by the following criteria:

- Lesson
- Current Module
- School/College
- Year

To access these lists select the Students option from the main menu. The Email Lists menu is then displayed. Select the required option.

Here is an example of student e-mail addresses by Lesson



If you select the Word Office Link option from the tool bar the reports will be exported to Word and you can then 'cut and paste' the addresses into an e-mail group or distribution list.

Lesson Timetable

This report is identical to the report Timetable (Students) report described under the Lessons Reports section above.

To access this report select the Students option from the main menu, and then select the Lesson Timetable report.

Trouble shooting tip:

There is no student data in the timetable report

Check the following

- The student's School/college has a Centre Contact entered so that the timetable memo has someone to come from.
- The student's lessons have been entered correctly
- The student's lessons have the correct start and end dates entered in the Lessons form (lessons that have finished will not be entered on the timetable).

Module Activity

This report provides a summary, by school/college, of the current modules being studied by students and their planned examination sittings.

To access this report select the Students option from the main menu, and then select the Module Activity report.

Further Maths Centre Database V1.2 (Training 20Jan06) - [Current Student Module Activity]

Type a question for help

75%

Student Module Activity 2005/06

Bishop Cransky

		Taught				Sitting Exam	
		Autumn	Fee Wit	Spring	Fee Wit	January Mark	May/June Mark
Trevor Ongley (Yr 13)							
OCR(ME)	D1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
	NM	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
	P5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P6	<input type="checkbox"/>	1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Greta Stubbs (Yr 12)							
OCR(ME)	FP1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	M1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alyson Frances (Yr 13)							
OCR(ME)	FP1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	FP2	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Henry Banger							
		Taught				Sitting Exam	
		Autumn	Fee Wit	Spring	Fee Wit	January Mark	May/June Mark
Sandra Sonnet (Yr 12)							
OCR(ME)	D1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mildred Doubleday (Yr 13)							
OCR(ME)	D1	<input type="checkbox"/>	1	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	FP1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	FP2	<input type="checkbox"/>	1	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page: 14 1 NUM

See the section on Student Module Activity data entry for an explanation of these fields.

Exam Entry Check

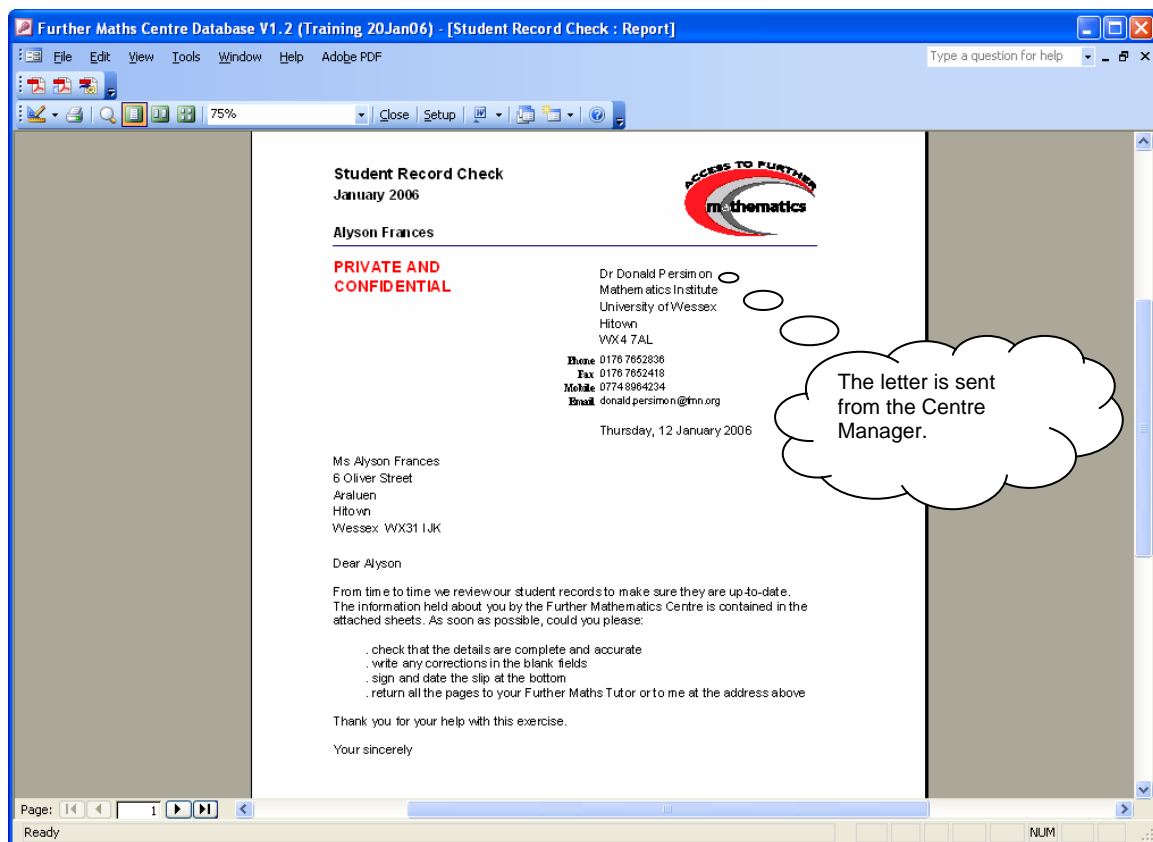
This is the same report that is produced using the Exam Entry Check options under the Summer and Winter options in the Exams and Certification menu. Please refer to the relevant sections above for details of the report.

Student Record Check

This is a letter to students asking to confirm whether the details currently recorded on the database are correct. The reports lists the full contents of each student's record including details of the modules that they are taking with their own school and through the Further Mathematics Network, and details of their plans for the future.

Students are asked to amend the details, sign the form and return it to the Further Mathematics Centre. On receipt of the form, any corrections should be applied to the database as soon as possible. This exercise is a requirement of the Data Protection Act and should be carried out on a suitably regular basis.

This report has many pages. The first page is a covering letter with instructions to the student:



Subsequent pages show the details held on the database, and provide space for the student to record any corrections or insert missing details. Here is an example of one:

Further Maths Centre Database V1.2 (Training 20Jan06) - [Student Record Check : Report]

File Edit View Tools Window Help Adobe PDF Type a question for help

75% Close Setup

Student Record Check
January 2006

Alyson Frances

Student
ID 145 Name Alyson Frances School College Bishop Cleeve Year 13
Name

Personal Details

Title	Ms	Mr	Mrs	Ms	Mr	Mrs	Ms	Mr	Mrs
Forename	Alyson								
Surname	Frances								
Address 1	5 Oliver Street								
Address 2	Alkham								
Address 3									
Town/City	Hilsea								
County	Wessex								
Postcode	PO31 1UH								
Email									
Home Phone	01225 827395								
Mobile									
Date of Birth	05/08/1984								
Gender	F								
Ethnicity	Caucase								

Emergency Contact 1

Name	Simon Frances								
Relationship	Mother								
Home Phone	01225 827395								
Work Phone	01373 725303								
Mobile	0771 1762004								

Emergency Contact 2

Name	David Frances								
Relationship	Father								
Home Phone	01225 827395								
Work Phone									
Mobile	07702 799951								

FM Centre Association

Current	Started	Month	Year	Current	Started	Month	Year
<input checked="" type="radio"/>		Sept	2005	<input type="radio"/>			

Page: 14 2 NUM

Ready

The student can write any corrections or additional details in the empty spaces on the right of the form.

On the last page the student is asked to sign the sheet confirming that their details are correct:


Further Maths Centre Database V1.2 (Training 20Jan06) - [Student Record Check : Report]

File Edit View Tools Window Help Adobe PDF Type a question for help

75% Close Setup

Student Record Check January 2006

Alyson Frances



Health	Health
Special Needs	Special Needs
Medication	Medication
Allergies	Allergies
Diet	Diet
Notes	Notes

Awards/Modules		Awards/Modules	
GCSE	GCSE	GCSE	GCSE
Maths Grade	Average Score	Maths Grade	Average Score
A-LEVEL MATHS	Candidate No.	A-LEVEL MATHS	Candidate No.

All Target Awards	Award Name	In Mat Year	ALC Prediction	Grade Achieved	Certification Month
AQA	Advanced GCE Mathematics				
OCR (MEI)	Advanced GCE Further Mathematics				Jan

School/College Modules						School/College Modules					
Spec	Code	Status	Consework Mark	Unit/In Mark	Grade	Spec	Code	Status	Consework Mark	Unit/In Mark	Grade
AQA	C1	Passed									
AQA	C2	Passed									
AQA	C3	Passed									
AQA	C4	Passed									
AQA	MA1	Withdrawn									
AQA	MA1	Passed									
AQA	MA2	Passed									

FM Centre Modules						FM Centre Modules					
Spec	Code	Status	Consework Mark	Unit/In Mark	Grade	Spec	Code	Status	Consework Mark	Unit/In Mark	Grade

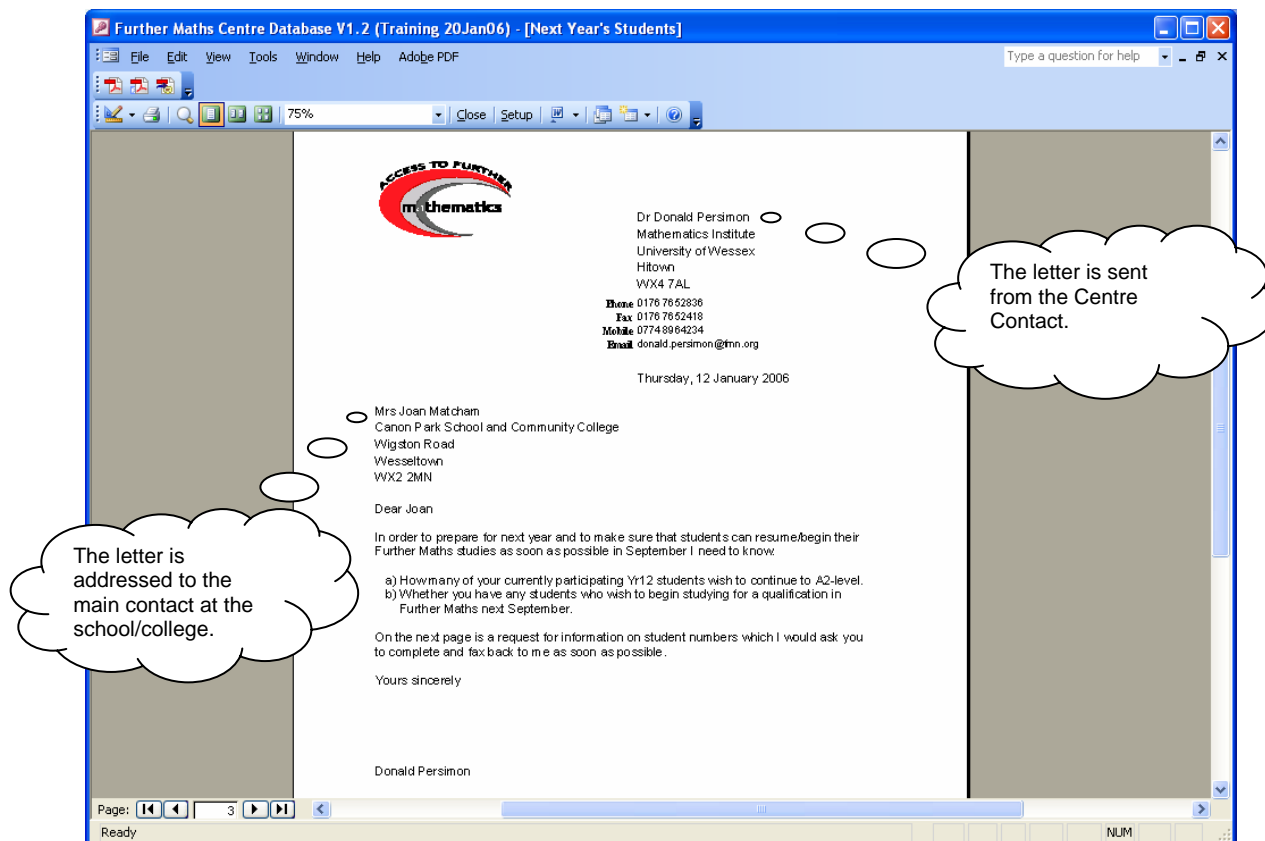
Page: 14 3

Ready NUM

Student Intentions

This is a letter to the Main Contact in each of the current schools and colleges, providing details of arrangements for the following September, and asking them to provide numbers of new and continuing students

The first page is a covering letter:



The second page of the report is a form for the school/college to complete and return:


Further Maths Centre Database V1.2 (Training 20Jan06) - [Next Year's Students]

File Edit View Tools Window Help Adobe PDF

Type a question for help

75%

Student Intentions
Canon Park



Please complete the information below and fax it back as soon as possible. Thank you.

1. Please delete any of the Year 12 Students below who definitely DO NOT intend to continue to A2 Level Further Maths (leave any you think SHOULD be continuing)

Ruben Bell
Jim Hans

2. Approximately how many of your current Year 11 students wish to study AS-level Further Maths in Year 12?

3. Approximately how many of your current Year 12 students wish to begin studying AS-level Further Maths in Year 13?

4. Please state preferred lesson times and venues (extra lessons, when required, are where possible arranged in your school/college)

Signed..... Date.....

Name..... Joan Matcham

Page: 14 4

Ready NUM

7. Mail and E-Mail Merge

MS Word Mail Merge and E-mail Merge enable you to use the data in your FM Centre database to create your own letters, faxes and emails. Before using these features, it is recommended that you make the following change to your Microsoft Word settings:

Open Word, select Tools | Options | General and tick the box saying 'Confirm Conversion at Open'. This allows you to choose the way you want to read your mail-merge data.

Mail merge

Mail merge is a powerful Microsoft feature that enables you to merge data from an MS Access database (or other data source such as MS Excel) with a MS Word document. This is useful if you want to send a letter (e.g. a mail shot re a meeting publicizing your FM Centre) to a large number of people. You can include data from database record within the Word document (e.g. addressee name and address).

How to run a mail merge

1. If you want to use an existing MS Word document for the mail merge then open it up in MS Word, otherwise open a new document.
2. From the main menu select Tools>Letters and Mailings>Mail Merge.

Make sure the Letter option is selected on the top right hand side of the Mail Merge panel, then at the bottom click 'Next: Starting document'.

In the new panel, make sure the 'Use current document' option is selected at the top, then click 'Next: Starting document' at the bottom.

Make sure the 'Use an existing list' option is selected at the top of the panel and then Browse... for the database from which you wish to select the data.

A box titled Confirm Data Source will appear. From the 'Open data source' options choose:

MS Access Database via DDE (*.mdb;*.mde)
which will probably be the second item in the list. Click OK. The normal database Logon box for your database should now appear.

Select the table/query on which you want to base the merge. The Logon box will appear again to give you access to the data.

Trouble shooting tip:

Opening the 'data source' via this method fails

This may hint at some incompatibility between your software applications (e.g. are you running different versions of Access and Word?). In any case, if your mail or email merge fails at this point, contact the National Administrator who may be able to provide a solution.

3. Select the records you want to include in your mail merge. The Select All option can be used to easily select all of the records in the table or query. Click on OK when you have selected the required records, then select the 'Next: Write your letter' option at the bottom of the screen/panel.
4. Having written your letter, position your cursor at a point where you want to insert a database field. You can add individual fields by clicking the 'More items...' option and inserting the fields you want.

You can also add whole blocks such as the recipient's address. To add an address block, select the 'Address block...' option and chose the required format from the pop-up screen. You will need to use the 'Match fields' button to match your database fields to the address fields.

A greeting line can be added in a similar way: simply position the cursor, then select the 'Greeting Line option...'.

You may want to add other database fields to the main body of the letter. To do this position the cursor then select the More items option and choose the field you want to add (e.g. Full School Name).

When you have finished adding database fields to the document select the 'Next: Preview your' letters option at the bottom of the screen.

5. You can now view each letter in turn using the Recipient left and right arrows. Use the record selection and Exclude record options to remove individual letters if required.

If you want to make further changes to the Letter, select the 'Previous: Write your letter' option at the bottom of the screen/panel.

When you are happy with your set of letters, select the 'Next: Complete merge' option and print your letters.

You can edit individual letters by clicking the 'Edit Individual letters...' option on the final panel.

Address labels can be created in a similar way.

E-mail Merge

This tool is similar to the MS Mail Merge feature, enabling you to send the same e-mail message a large number of people. As for Mail Merge, you can include database fields in the content of your message.

Unfortunately it is not possible to add an attachment to an email merge in Word 2003 (though you can download third party software from the internet to do this). If you want to include a file you may be able to get round this by inserting the file into the document

How to run an e-mail merge

If you haven't used email merge before it's a good idea to carry out some trials before you run this live. You can set MS Outlook to not send messages. To do this go into Outlook, select the Tools option from the main menu, then select Options, Mail Setup, Send/Receive and remove the tick from 'Send immediately when connected'. You will probably want to set it back when you've finished your trial, otherwise sent messages will just sit in your Outbox unless you click the Send/Receive button.

1. If you want to use an existing MS Word document for the mail merge then open it up, otherwise open a new document.
2. From the main menu select Tools>Letters and Mailings>Mail Merge.
3. On the right hand side of the screen, click on the 'E-mail messages' option, then select the Next: Starting document option at the bottom of the screen.
4. Click on the Use current document option, then select Next: Select recipients.
5. Click on the Use an existing list option and use the Browse... option to select the database you want to use data from. In the 'Confirm Data Source' box, choose 'MS Access Databases via DDE (*.mdb; *.mde)' then Click OK. The usual Logon box for your database should now appear.
6. Next select the table or query that you want to use data from (e.g. select the query 'Potential Schools/Colleges'). The Logon box will appear again to give

you access to the data. After entering your username and password a list of the available records will be displayed.

7. Select the records you want to include in your mail merge. The Select All option can be used to easily select all of the records in the table or query. Click on OK when you have selected the required records, then select the 'Next: Write your letter option' at the bottom of the screen.
8. Enter or amend the message as required. Position your cursor at a point where you want to insert a database field then click the 'More items...' option and insert the field you want.
9. Select the Preview option. This will show you what the email messages will look like. You can scroll through the records using the left and right arrows. If you have included any date fields it's a good idea to check that the format is correct.
10. Select 'Complete the Merge' option. Select the 'Electronic mail' option and match 'To:' to the required Email field in the database, and enter a suitable subject for the message.
11. Finally take a deep breath and click OK when you are sure that everything is correct.
12. If you have switched off the 'Send immediately when connected' option in MS Outlook you can check the e-mail messages in your Outbox. If they are not correct they can be deleted. Otherwise you can send them by clicking the Send/Receive button.

You may find the following provides some very helpful instructions on using e-mail merge <http://office.microsoft.com/en-gb/assistance/HA011464811033.aspx>.

8. Financial Record Keeping

Input Financial Transactions

To input a financial transaction to the database select 'Data Entry' from the main menu and then the 'Financial Transactions' option from the following screen.

The voucher number and date will be automatically updated. Brief details of the source and nature of the transaction and the full amount must be entered in the relevant fields in the next available blank line and the type of transaction must be selected from the drop down box as shown in the screenshot below.

Further Maths Centre Database (Dev V1.26 25Oct05) - [Financial Transactions]

File Edit View Insert Format Records Tools Window Help

FM Centre Menu

Voucher	Date	Details	Amount	Type	Income	Expenditure
5	10/04/2005	Clerical Support	£325.00	Admin Support		£325.00
6	12/04/2005	Teaching Support	£1,200.00	Tutoring		£1,200.00
7	15/04/2005	Office Rent	£275.00	Office & Overheads, Textbooks & Cor		£275.00
8	17/04/2005	Printer Cartridges	£44.50	Office & Overheads, Textbooks & Cor		£44.50
9	19/04/2005	Scanner Purchase	£69.99	Equipment		£69.99
10	21/04/2005	Launch Buffet	£215.00	Publicity		£215.00
11	22/04/2005	Dixons-Graph tablets/pr paper	£19.99	Office & Overheads, Textbooks & Cor		£19.99
12	22/04/2005	Software Licence	£125.00	Admin Support		£125.00
13	25/04/2005	Office Fuel/Light	£87.49	Office & Overheads, Textbooks & Cor		£87.49
14	27/04/2005	Consultant	£950.00	Consultancy		£950.00
15	27/04/2005	Stationery	£275.00	Office & Overheads, Textbooks & Cor		£275.00
16	01/05/2005	Manager's Salary	£1,500.00	Centre Manager		£1,500.00
17	02/05/2005	FM Network income	£18,000.00	MEI Income	£18,000.00	
18	05/05/2005	Income from schools	£70,000.00	Other Income	£70,000.00	
19	10/05/2005	Clerical Support	£325.00	Admin Support		£325.00
20	12/05/2005	Teaching Support	£1,400.00	Tutoring		£1,400.00
21	15/05/2005	Office Rent	£275.00	Office & Overheads, Textbooks & Cor		£275.00
22	17/05/2005	Printer Cartridges	£22.50	Office & Overheads, Textbooks & Cor		£22.50
23	19/05/2005	Printer Purchase	£74.99	Equipment		£74.99
24	20/05/2005	Mileage from Centre to Schools	£9.50	Transport		£9.50
25	21/05/2005	Catering for Revision Day	£95.00	Office & Overheads, Textbooks & Cor		£95.00
26	25/05/2005	Travel to MEI Head Office	£11.00	Transport		£11.00
27	27/05/2005	Printer paper purchase	£20.00	Office & Overheads, Textbooks & Cor		£20.00
53	21/09/2005	Help with photocopying	£12.00	Office & Overheads, Textbooks & Cor		£12.00
84	23/09/2005	Lunch for visiting teachers	£100.00	Office & Overheads, Textbooks & Cor		£100.00
88	23/09/2005	Income from Revision Day	£100.00	Other Income	£100.00	
115	07/10/2005	Revision Day Lunch	£12.00	Office & Overheads, Textbooks & Cor		£12.00
116	07/10/2005	Print Cartridges	£98.00	Office & Overheads, Textbooks & Cor		£98.00
120	07/10/2005	Centre Manager's Salary	£1,600.00	Centre Manager		£1,600.00
121	07/10/2005	Correction to V No 18 (Income)	£63,000.00	Other Income	£63,000.00	
122	07/10/2005	Clerical Support	£325.00	Admin Support		£325.00
124	31/10/2005	Teaching Support	£1,200.00	Tutoring		£1,200.00
Number	31/10/2005					
					Total Income:	£49,100.00
					Expenditure:	£12,408.46
					Net Balance:	£36,691.54

Records: 36 of 36

MEI Income
Other Income
Centre Manager
Equipment
Tutoring
Transport
Admin Support
Publicity
Consultancy
Office & Overheads, Textbooks & Consumables

Where individual payments include more than one type of cost centre, separate transactions should be entered for each type. Transactions can only be entered and altered during the current month (to ensure consistency with the National Centre's aggregated figures). If an error is discovered after the end of the month in which the transaction was entered then a separate correcting transaction will be required. This should be entered in the same format and with reference to the original voucher number.

Financial Transactions by Month Report

At the end of each month a printout of the Transactions by Month report should be produced for the current month. To obtain this report select 'Finances' from the main menu and then the 'Financial Transactions by Month' option from the following screen.

A table for each month will be displayed and can be scrolled for preview before printing as shown in the screenshot below. The table for the current month including the totals for the year to date should be printed and retained as a separate record of expenditure by cost centres.

Further Maths Centre Database (Dev V1.26 25Oct05) - [Transactions by Month]

Further Maths Centre Account: Wessex

ACCOUNT PERIOD: October 2005

Voucher Number	Date	Details	Income	Expenditure	MEI Income	Other Income	COST CENTRE						
							Centre Manager	Equipment	Tutoring	Transport	Admin Support	Publicity	Consultancy
115	07/10/2005	Revision Day Lunch		£12.00									
116	07/10/2005	Print Cartridges		£98.00									
120	07/10/2005	Centre Manager's Salary		£1,600.00			£1,600.00						
121	07/10/2005	Correction to V No 18 (income)	£63,000.00			£63,000.00							
122	07/10/2005	Cliental Support		£325.00							£325.00		
124	31/10/2005	Teaching Support		£1,200.00					£1,200.00				
Totals for October (6 transactions)			£63,000.00	£3,235.00		£63,000.00	£1,600.00		£1,200.00		£325.00		
Net Balance				£66,235.00									

ACCOUNT PERIOD: Year to 31 October 2005

Totals for Year (36 transactions)			£49,100.00	£12,408.48	£42,000.00	£7,100.00	£4,600.00	£167.48	£3,800.00	£20.50	£1,100.00	£434.00	£950.00
Net Balance				£36,691.54									

31 October 2005

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Financial Account Summary Certificate

At the end of each academic term an Account Summary Certificate is to be produced. To obtain this certificate select 'Finances' from the main menu and then the 'Financial Account Summary' option from the following screen.

A table for each month will be displayed and can be scrolled for preview with the final table displayed being for the year to date as shown in the screenshot below. This must be printed, signed and submitted to the Further Mathematics Network Office as part of the end of term report.

Further Maths Centre Database (Dev V1.26 25Oct05) - [Transactions by Month]

Further Maths Centre Account Summary: Wessex

ACCOUNT PERIOD: Year to Date

INCOME	
MEI Income	£42,000.00
Other Income	£7,100.00
Total Income	£49,100.00

EXPENDITURE	
Centre Manager	£4,600.00
Equipment	£167.48
Tutoring	£3,800.00
Transport	£20.50
Admin Support	£1,100.00
Publicity	£434.00
Consultancy	£950.00
Office, Overheads, Textbooks	£1,336.48
Total Expenditure	£12,408.46

NET BALANCE £36,691.54

It is certified that the above figures are an accurate summary of the Further Mathematics Centre Financial records for the period shown.

Further Mathematics Centre Manager

Name: _____ Signature: _____

Further Mathematics Centre Fundholder:

Appointment: _____

Name: _____ Signature: _____

31 October 2005

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Invoices Report

A report detailing invoices to be raised for the previous term's tuition for each current school/college can be produced according to the information held within the database. This contains the name and address of the Finance Officer or Bursar in each school/college so it is clear to whom invoices from you or your fund holder should be addressed. To obtain the invoices select 'Finances' from the main menu and then the 'Invoices Spring' or 'Invoices Autumn' option as appropriate from the following screen.

The details required for each invoice will be displayed and can be scrolled for preview before printing as shown in the screenshot below.

Further Mathematics Invoice *January 2006*

School *Henry Banger*

For the attention of:
Reggie Pound
Henry Banger Community Technology College
Cox Street
Wesseltown
WX1 5NB

<i>Student</i>	<i>Year</i>	<i>Module</i>	<i>Amount</i>
Mildred Doubleday	13	FP1	£220
Tom Pomegranate	13	FP2	£220
	13	M2	£220
Sandra Sonnet	12	D1	£200
TOTAL			£860

Invoices Letter

A letter from the relevant Centre Manager to inform the Main Contact at each school/college of the details of each invoice can also be produced. To obtain the letters select 'Finances' from the main menu and then the 'Invoice Letter Spring' or 'Invoice Letter Autumn' option as appropriate from the following screen.

A letter for each school will be displayed and can be scrolled for preview before printing as shown in the screenshot below.

ACCESS TO FURTHER mathematics

Dr Donald Persimon
Mathematics Institute
University of Wessex
Hitown
WX4 7AL
Phone 0176 7652836
Fax 0176 7652418
Mobile 0774 8964234
Email donald.persimon@fmm.org

Friday, 13 January 2006

Penni Dingle
Henry Banger Community Technology College
Cox Street
Wessetown
WX1 5NB

Dear Penni

Further Mathematics Invoice: January 2006

Please find attached this term's invoice for Further Mathematics provision. The details appear below.

Student	Year	Module	Amount
Mildred Doubleday	13	FP1	£220
Tom Pomegranate	13	FP2	£220
	13	M2	£220
Sandra Sonnet	12	D1	£200
TOTAL			£860

The usual cost per module, per term is £220. This can vary in some cases if a module is taught over more than one term, if the teaching is shared with a school, or if there is some other special arrangement with an individual school or student.

Yours sincerely

Donald Persimon

9. Operating procedures

Initial operation

At present each FM Centre is using a local copy of the database which is not linked to the National Centre. This means that Centres are responsible for taking their own backups and will need to e-mail a copy of their database to the National Centre at the end of each month.

Taking backups

You should take a copy of your database for safe keeping at least once a day.

If your database is held on your institution's network then it is possible that this is performed automatically on your behalf, but you will need to confirm this with your IT Support Staff. It is also worth checking how easy it is to restore your database and how far back you would be able to restore to.

If you are keeping the database on a stand-alone machine then you should copy it to a removable storage medium (e.g. cd, USB stick) and take it off-site for safe keeping. It is recommended that you keep each back-up copy for at least two weeks before over-writing it; this will enable you to restore a version of the database that is up to two weeks old.

Making returns

Immediately after the end of each calendar month please take a copy of your database, zip-up the file and e-mail it to Dave Griffiths (Dave.Griffiths@mei.org.uk). There is no need to include the security file.

To zip-up the file:

- 1) Right click on the file in the folder.
- 2) Select the 'Send to' option, followed by Compressed (Zipped) Folder. This will zip up the file and place it the same folder as the original file.
- 3) You can then attach the zipped folder to an e-mail.

If you have WinZip installed you can use the option that places the zipped folder in an e-mail message automatically if you prefer.

Integrated operation

Once a sufficient number of Centres are up and running we aim to connect all the FMC Centre databases to a central server, after which:

- Your data will be regularly backed up and available to help us support you.
- The data we need for financial and statistical analysis will be extracted into a National Administration Database.
- The process will be automated; no need to send us data or returns.

10. The National Administration Database

The National Administrative Database holds a summary of student data for statistical analysis, and financial records to enable the FM Network's Financial Accounts to be maintained.

It is planned that in the summer term of 2006, your FM Centre database will be connected directly to the National Administration Database.

11. New software releases

From time to time new versions of the database are released to all FM Centres. It is important that your database is upgraded as soon as possible after you are advised of a new release, to enable the National Centre to support you effectively.

Version Numbering

Each software release will have a unique version number in the format Version x.y, where x is the major version number and y is the minor version number (e.g. Version 2.3). The major version will be increased where the functionality of the new release has changed significantly, the minor version number will be increased where only bug fixes and minor enhancements have been included.

Release content

Each new release of the database will be accompanied by a 'What's New' document that details the changes included in the database since the previous release.

12. Trouble shooting

When you start using the Admin Database you may experience difficulties, perhaps because you can't remember how to perform a process or because you have found a bug in the database.

Support

If you can't remember how to do something please try to find out how to by referring to this guide. There is a direct link to this to the left of the database's main menu.

If you can't find the answer to your query in the User Guide, or if you think there is a problem with the database, then contact the National Team:

- Janice Richards Janice.Richards@mei.org.uk 01225 774777
- Dave Griffiths Dave.Griffiths@mei.org.uk 01225 774274

We are normally available to help you during normal working hours both term time and in the school holidays.

What do I do if I find a bug?

If you think you have found a fault in the database you should e-mail the National Administrator providing the following details:

1. Your name and Further Mathematics Centre
2. The Location of the issue (e.g. name of form, table or report)
3. The Nature of the issue – please provide as much detail as possible, including the details of any records you were using and whether it is possible for you to recreate the problem.
4. The current version of the Database in use.
5. Severity of the bug – indicate the severity of the problem using the values described below:

Major

The problem is preventing you from using the database and there is no practical work around.

Minor

The problem is causing you difficulties but you are able to work around it and can continue to use the database.

Cosmetic

The problem is minor and is not causing you any difficulty in using the database.

The National Administration will record the bug and send you back a reference number. This reference number can be quoted when enquiring of progress on fixing the fault and will be quoted when in the 'What's New' document when the fault is fixed.

What do I do if I have an idea for improving the database?

We welcome your ideas for improving the system. Please e-mail them to us providing your name, Centre and as much detail as possible. As for faults, we will give you a reference number for your suggestion to help you to track its progress and identify it in 'What's New' documents.

13. Getting more out of your Database

If you are familiar with MS Access you can set up your own queries, reports and forms.

There are lots of teach yourself books on MS Access, or and training courses are widely available. If you are looking for a general introductory book then you may find the following book helpful:

‘How to Do Everything with Microsoft Office Access 2003’ by Virginia Andersen McGraw-Hill/Osborne, ISBN 0-07-222938-1.